

OURRECRUITERS Privacy Statement

Our Recruiters LLP and its associated subsidiaries offer user the freedom of choice to use OURRECRUITERS services and our related job site. If you submit your resume by email, fill up your personal profile, upload your resume to or apply to a job through or otherwise use the jobsite, you are specifically volunteering your consent to the use of any personal information you have provided to OURRECRUITERS as set forth herein and in the Terms of Service. Such consent can either be given directly by you, or it can be deemed to have been given to us. You are entitled to withdraw the consent by email our DPO : support@ourrecruiters.com your deletion request any time after it is given.

PERSONAL INFORMATION

Personal information is information about you that can be used by itself, or combined with other information, to personally identify you. Personal data can be factual (as shown below) or it can be an opinion.

1. Your Contact information (gender, address, telephone numbers, email address, and/or FB, Skype ID)
2. Your Names (Full name and/or alias)
3. Medical conditions & other personal information as communicated to us
4. Family and personal background
5. Career history and past / current income

We collect this information directly from you when you provide it to us OR through other 3rd parties vendors (like job board web sites) that we use in relating to our business as data intermediary for which you have undertaken us to perform on your behalf.

PURPOSE & COLLECTION OF PERSONAL INFORMATION

Your CV or personal information possibly comes from these channels :

1. CV from other job boards or social media sites or from other organisations
2. Various channels of Interviews or surveys with us
3. Reference check by us with prior consent from subject candidate
4. You submitted CV via online job advertisements / other websites / or by your contacts (including email, hand or mail)
5. Further information given by you whether verbally, in writing, and/or electrically
6. Via our website for services, queries, requests or feedback

We are committed to protecting the privacy of all our users personal data information, we collect, retain, use or disclose your personal data information for purposes which include the following:

- a. to assist you to seek your ideal job and to assist our clients (Your Prospective Employer) to assess your application for a job vacancy in their company or any other services you have requested.
- b. to identify, assess and/or verify individual personal profile
- c. to provide you with various services offered by our company or services of third parties which we think may be of interest of You, job alerts, seasonal greeting messages, birthday cards, newsletters, recruitment tips, career development advice, survey, marketing promotional materials
- d. to administer, manage and follow up on your request, inquiry and complaints
- e. to contact your referee/s whom details have been provided by you
- f. to assist OURRECRUITERS and any parent company, subsidiaries, joint ventures, or other companies under our common control ("Affiliates Companies"), to serve you only on recruitment and with future development, analysis, training, marketing events or other recruitment purpose
- g. to prevent fraudulent activity

By submitting your CV / personal data to us via email/ web/other communication mediums, you are giving consent to our staff in our associate local and international recruitment offices to assist you to get your ideal job role. In compliance with this obligation, we will use the collected Personal Data in accordance with the above purpose consented to.

Phone Calls / SMS Text / Emails

If you have provided your phone number(s) and email address, you consent to receiving marketing or promotional information via your phone number(s) and email, then from time to time, we may contact you using such the given phone number(s) (including via voice calls, SMS text, whatsapp or other means related to your phone) with information about our Products and Services or those products and services offered by our preferred partners (including discounts and special offers). To withdraw your consent please contact us using the contact details found below. As admin and IT review is needed, it may take up to 30 working days for your withdrawal to be reflected in our systems. Therefore, you may still receive marketing or promotional materials/communication during this period of time.

NOTIFICATION OBLIGATIONS

In compliance with this obligation, we will generally inform individuals about the purpose for collecting their Personal Data. New consent will be sought from you before any Personal Data is used for new purposes. As far as possible, we will not collect more personal data than necessary for the stated purpose.

ACCURACY OF PERSONAL INFORMATION

We endeavour to ensure that the personal information it holds is accurate and up to date during the collection. While we realise that data changes frequently, please advise our staff able to update or delete your personal data by calling Tel : (65)6690 0150 email support@ourrecruiters.com or you may also login to your account in our jobsite to update your own personal data change. From time to time, we may do a verification exercise with you to update us on any changes to your personal data.

ACCESS OF PERSONAL INFORMATION

At OURRECRUITERS, we provide you an online job account access in our jobsite for your convenience to manage your personal information. Your account in our jobsite is password protected for your privacy and security. You need to prevent unauthorized access to your account and Personal Information by selecting and protecting your password, and limiting access to your computer, phone and browser such as signing off after you have finished accessing your account. You can gain access to the personal data that we hold about you. However, we can refuse access if it would infringe another person's privacy rights, or it would reveal commercially sensitive decision or if it breaches any confidentiality that attaches to that data. In order to verify your identity to make request to your personal data, you will need to complete an ACCESS OF PERSONAL DATA application form specifying the type of data you require and your purpose by writing in to our Data Protection Officer at support@ourrecruiters.com. We may impose a reasonable legal, IT and admin charge for the man-effort involved to access to the information. Our Privacy Officer will discuss this with you in full detail. Please anticipate that it may take a period of time to process your application for access as there may be a need to retrieve data from storage and review data in order to determine what data may be provided to you.

RETENTION OF PERSONAL INFORMATION

OURRECRUITERS will hold your data as long as it is necessary for new job opportunity, recruitment, business, marketing and legal purposes. You may also close your account or delete your CV at any time by writing in to support@ourrecruiters.com which will be confirmed by OURRECRUITERS within 30 day of your written request except for an archived (backup) copy which is not accessible on the web. For the length of period the personal data is likely to be kept before being destroyed, contact the Data Protection Officer.

PROTECTION OF PERSONAL INFORMATION

Whether you interact with us personally, by phone, mail, our jobsite or other electronic medium, safeguarding the privacy of your information is important to us. We hold personal information in a combination of secure computer storage facilities and paper-based files and other records, and we take steps to protect the personal information we hold from abuse, misuse, loss, unauthorised access, modification or disclosure. All our staff are trained to respect and protect the confidentiality of personal data and the privacy of individuals. Any breach of personal data by our staff will result in disciplinary action being taken, dependent upon severity. OURRECRUITERS does not sell or disclose your personal data provided to us, to any advertisers or other third parties for marketing, promotional and other purposes. We may do joint promotion with these entities but we do not disclose any information that could be used to identify you personally.

LINKS

Our website may create links to other websites. These links are for your convenience. We have no control over, do not endorse and review the integrity and privacy policies of the all links after you leave our site. Hence we are not responsible for the privacy practices of or content displayed in such other websites. We encourage you to read their privacy statements.

OTHER SOURCES

Due to the nature of our business, we may receive personal information about you from other sources, such as telephone, fax, email, mail, referrals, job-boards or from third parties that provide services for us that are related to our recruitment services. We may add or amend information in our system if we deem necessary to assist you to find your ideal job.

Please note : while we are thankful that you might be interested in inviting your friends, colleagues or random people, whom you do not know but with whom you are interested in helping them get a job through our services via phone call, email or website . By providing us with another person's e-mail address, you represent to us that you have obtained the consent of the person concerned with respect to such disclosure to us of their Personal Information. We will not be able to guarantee that this person will not use this information against you, trade it or misuse it in any other way. We will not be able to prevent such misuse, nor will we be liable for it. We will only be able to block the account or delete the account of any user who violates our Privacy policy. Please get them to read this privacy policy before engaging our services.

CONSENT TO ACCEPT CHANGES TO THIS PRIVACY

We reserves the right to review, update, revise, modify or amend this Policy Statement from time to time as we deem appropriate so as to take account of new laws and technology, changes to our operations and practices and the changes in the business environment. In the unlikely event OURRECRUITERS goes through a business transition such as : acquisition, merger, consolidation or purchase, bankruptcy proceeding (whether voluntary or involuntary) or other corporate reorganization, we may disclose and transfer information to the third party. Such third party entity shall be bound by the terms and conditions of this Privacy Policy. We will inform you via e-mail or through notice posted on the internet. You are encouraged to review the Privacy Policy in our website frequently. You are bound by any changes to the Privacy Policy when you use our Service after such changes have been first posted. If you do not consent then please do not proceed further and do not provide your Personal Information.

OPENNESS OBLIGATIONS

This Privacy Policy is available on our website. If you have any questions regarding this Privacy Policy you may write in to our Data Protection Officer at support@ourrecruiters.com. OR call Tel : (65) 6690 0150

This Privacy Policy was last updated: 01 January 2018.

This Privacy Policy is effective as of: 24 October 2013.

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