

OUR DATA PROTECTION POLICY

INTRODUCTION - PURPOSE

This Personal Data Protection Policy ("Policy") sets out how KOE Consulting ("we," "us," or "our") collects, uses, discloses, and safeguards personal data of individuals ("Candidates" and "Clients") in the course of our recruitment and talent management services. We are committed to protecting personal data in accordance with applicable data protection laws, including the Personal Data Protection Act (PDPA) of Singapore and other relevant regulations in jurisdictions where we operate.

SCOPE OF APPLICATION

This Policy applies to:

- Job applicants and candidates who submit their information to us.
- Clients and employers engaging our recruitment services.
- Website visitors who provide enquiries, feedback, or subscribe to updates.
- Personal data managed by third-party service providers engaged by us for recruitment-related purposes.

COLLECTION OF PERSONAL DATA

We may collect personal data such as:

- Contact details (name, email, phone number, address).
- Employment history, qualifications, and professional experience.
- Identification details (where legally required).
- Feedback, enquiries, or other information voluntarily provided.

Data is collected through job applications, resumes, interviews, online forms, and communications with our consultants.

USE OF PERSONAL DATA

Personal data may be used for:

- Assessing candidate suitability for job opportunities.
- Communicating with candidates and clients regarding recruitment processes.
- Matching candidates with potential employers.
- Responding to enquiries and providing recruitment-related services.
- Complying with legal and regulatory requirements.

DISCLOSURE OF PERSONAL DATA

We may disclose personal data to:

- Employers and clients seeking candidates.
- Third-party service providers supporting recruitment operations (e.g., background checks, IT systems).
- Regulatory authorities, where required by law.

We ensure that third parties receiving personal data are bound by confidentiality and data protection obligations.

DATA PROTECTION & SECURITY

We implement reasonable security measures to protect personal data against unauthorized access, disclosure, alteration, or destruction. Access to personal data is restricted to authorized personnel only.

RETENTION OF PERSONAL DATA

Personal data will be retained only for as long as necessary to fulfill recruitment purposes or comply with legal obligations. When no longer required, data will be securely deleted or anonymized.

RIGHTS OF INDIVIDUAL

Individuals have the right to:

- Access their personal data held by us.
- Request correction of inaccurate or incomplete data.
- Withdraw consent for data processing (subject to legal and contractual restrictions).
- Request deletion of personal data, where applicable.

Requests can be submitted to our Data Protection Officer (DPO).

POLICY UPDATES

We may update this Policy from time to time to reflect changes in legal requirements or business practices. The latest version will be available on our website.

CONTACT US

For feedback on our policy, legal standards, compliance and responsibilities, please write to our Human Resources Department at HR@koeconsulting.sg