



**Tritech SysEng (S) Pte Ltd**

**Website  
Data Protection Notice  
(Privacy Notice)**

Rev 1.0

## Revision History

REVISION	DATE	NAME	REASON FOR UPDATE
1.0	30 Sep 2024	Ngieng Hui Yee	Initial release

Prepared by	Signature	Date
Ngieng Hui Yee		30 Sep 2024
Approved by	Signature	Date
Dr. Tan Chien Hsiang		30 Sep 2024

## **WEBSITE DATA PROTECTION NOTICE**

This Data Protection Notice (“**Notice**”) describes how Tritech SysEng (S) Pte Ltd (“**we**”, “**us**”, “**our**” or “**organization**”) collects, uses, and disclose your personal data (defines below) which is subject to the Singapore Personal Data Protection Act (No 26 of 2012) (PDPA). Please take a moment to read this Notice so that you know and understand the purposes for which we collect, use, and disclose your personal data.

By interacting with our website and the information submitted through this website, you consent to us (including our representatives and agents) collecting, using, disclosing, and sharing your personal data with our service providers and relevant third parties, as described in this Data Protection Notice. This notice is in addition to any previous consents you have given and does not override them, nor does it limit our legal rights to handle your personal data.

### **A. APPLICATION OF THIS NOTICE**

1. This Notice applies to all persons who have visited our website (<http://www.sysng.com.sg>).

### **B. PERSONAL DATA**

1. As used in this Notice, “**personal data**” means data, whether true or not, about an employee or a job applicant who can be identified:
  - a. from that data; or
  - b. from that data and other information to which we have or are likely to have access.
2. Depending on the nature of your interaction with us, examples of personal data which we may collect from you include:
  - a. identity-related information (name or alias, gender, citizenship or residential status, nationality, and country and city of birth);
  - b. contact information (mailing address, telephone numbers, email address, and other contact details);
  - c. qualifications and employment-related information (resume, academic and/or professional certifications and transcripts, and employment references);
  - d. employment and training history.
  - e. medical records with specific details (pre-employment health screening results and work-related health issues and disabilities);
  - f. information related to employment references’ personal data

### **C. COLLECTION, USE AND DISCLOSURE OF PERSONAL DATA**

1. We generally collect personal data that:
  - a. you knowingly and voluntarily provide in the course of or in connection with your employment or job application with us, or via a third party who has been duly authorised by you to disclose your personal data to us (you “**authorised representative**”, which may include your job placement agent), after (i) you (or your authorised representative) have provided written consent to the collection and use of your personal data for those purposes; or
  - b. collection, use, and disclosure of personal data without consent is permitted or required by the PDPA or other written laws. We shall seek your consent before

collecting any additional personal data and before using your personal data for a purpose which has not been notified to you (except where permitted or authorised by law).

2. The personal data that we collect from you (i.e., job applicant) may be used or disclosed for one or more of the following purposes (“**Purposes**”):
  - a. To evaluate your job application and suitability for employment in any current or prospective position with us.
  - b. to verify your identity and the accuracy of your personal details and other information provided, including checking references and conducting background checks.
  - c. to contact or communicate with you for the purposes of processing your employment application and other employment opportunities.
  - d. to consider future employment opportunities.
  - e. to provide website analytics, such as visitor numbers, page views, and user behaviours.
  - f. to assist us in enhancing your browsing experience.
  - g. to enhance our website security by identifying and preventing suspicious activities.
  - h. To respond to, handle, and process queries, requests, applications, complaints, and feedback from you.
  - i. to administer and manage your relationship with us.
  - j. any other purposes which we may inform you in writing from time to time, but for which we will seek your separate consent.

In addition, the Company may also request you to provide information about other individuals, such as referees' information as well as next of kin (NOK) information. You hereby represent and warrant that where you provide the personal data of referees and/or NOK to the Company you have their consent to provide their personal data to us and that you are validly acting on their behalf and have obtained their consent to disclose their personal data to us to check for relevant and accuracy

## **D. FAILURE TO PROVIDE PERSONAL DATA**

Your failure to supply certain personal data to us (or if we are not permitted by you to process your personal data), may/would result in us being unable to process, administer and/or manage your relationship with us. Depending on the extent by which you do not permit us to process your personal data or the extent of personal data which you do not provide to us, it may mean that we will not be able to continue the relationship with you, as we will be unable to administer the relationship.

## **E. DISCLOSURE OF PERSONAL DATA TO THIRD PARTIES**

1. To support our operations, we may share your personal data with trusted third parties—both in Singapore and/or overseas—such as service providers who help us process your data.
2. We'll make sure that any personal data we share with third parties is protected with safeguards that meet or exceed the standards of Singapore's Personal Data Protection Act (PDPA).

3. We won't share your personal data with others for purposes outside of what we've stated above —unless the law allows it or we've received your consent.

## **F. WITHDRAWING CONSENT**

1. The consent you provide for the collection, use and disclosure of your personal data will remain valid until you withdraw it in writing. You may withdraw consent and request us to stop collecting, using and/or disclosing your personal data for any or all the purposes listed above by submitting your request in writing or via email to our Data Protection Officer at the contact details provided below.
2. Upon receipt of your written request to withdraw your consent, we may require reasonable time (depending on the complexity of the request and its impact on our relationship with you) for your request to be processed and for us to notify you of the consequences of us acceding to the same, including any legal consequences which may affect your rights and liabilities to us. In general, we shall seek to process your request within thirty (30) days of receiving it.

## **G. ACCESS TO OR CORRECTION OF PERSONAL DATA**

1. You may write to us to find out how we have been using or disclosing your personal data over the past one year. Before we accede to your request (i.e., access or correction), we will need to verify your identity. We will respond to your request as soon as possible, or within 30 days from the date we receive your request. If we are unable to do so within 30 days, we will let you know and give you an estimate of how much time we require. We may also charge you a reasonable fee for the cost involved in processing your access request.
2. If you find that the personal data that we hold about you is inaccurate, incomplete or not up to date you may ask us to correct the data, where we are satisfied on reasonable grounds that a correction should be made, and we will correct the data as soon as possible, or within 30 days from the date we receive your request.
3. If we are unable to provide you with any personal data or to make a correction requested by you, we shall generally inform you of the reasons why we are unable to do so, except when we are not required to do so pursuant to exceptions in the PDPA.
4. Depending on the request that is being made, we will only need to provide you with access to the personal data contained in the documents requested, and not to the entire documents themselves. In those cases, it may be appropriate for us to simply provide you with confirmation of the personal data that our Company has no record, if the record of your personal data forms a negligible part of the document.

## **H. PROTECTION OF PERSONAL DATA**

1. We have implemented appropriate information security and technical measures (such as data encryption, firewalls and secure network protocols) to protect the personal data we

hold you against loss; misuse; destruction; unauthorized alteration/modification, access, disclosure; or similar risks. These are governed by our internal data protection and information security policy.

2. We have also put in place reasonable and appropriate organizational measures to maintain the confidentiality and integrity and availability of your personal data, and will only share your data with authorized persons on a 'need to know' or 'need to use' basis.
3. When we engage third-party data processors personal data on our behalf, we will ensure that they provide sufficient guarantees to us to have implemented the necessary organizational and technical security measures, and have taken reasonable steps to comply with these measures.

## **I. ACCURACY OF PERSONAL DATA**

1. We generally rely on personal data provided by you (or your authorised representative). In order to ensure that your personal data is up-to-date, complete and accurate, please update us if there are changes to your personal data by informing our Data Protection Officer in writing or via email at the contact details provided below.
2. We will take reasonable steps to ensure that the personal data we collect about you is accurate, complete and not misleading and kept up to date.
3. Periodically, we may conduct a data verification exercise to update us on any changes to the personal data we hold about you. If we have an ongoing relationship with you, it is important that you update us of any changes to your personal data (such as a change in your home address, emergency contacts, mobile number, bank account and professional qualifications etc.).

## **J. RETENTION OF PERSONAL DATA**

1. We may retain your personal data for as long as it is necessary to fulfil the purposes for which they were collected, or as required or permitted by applicable laws.
2. We will cease to retain your personal data or remove the means by which the data can be associated with you, as soon as it is reasonable to assume that such retention no longer serves the purposes for which the personal data were collected and are no longer necessary for legal or business purposes, in a secure manner. This applies to both paper documents and electronic data stored in databases.

## **K. TRANSFER OF PERSONAL DATA**

When it is necessary to transfer your personal data to another country outside Singapore (offshore), we will ensure that the standard of data protection in the recipient country is comparable to Singapore's PDPA. If the standards are not comparable, we will enter into a contractual agreement with the receiving party to provide similar levels of data protection as those in Singapore.

## **L. DATA PROTECTION OFFICER**

1. You may contact our Data Protection Officer at **dpo@syseng.com.sg**. If you have any enquiries or feedback regarding this Notice or any complaint you have relating to how we manage your personal data.
2. Any queries or complaints should include, at the minimum, the following details
  - Your full name and contact information
  - A brief description of your query or complaint

## **M. EFFECT OF NOTICE AND CHANGES TO NOTICE**

1. This Notice applies in conjunction with any other policies, notices, contractual clauses, and consent clauses that apply in relation to the collection, use and disclosure of your personal data by us.
2. We may revise this Notice from time to time without any prior notice. You may determine if any such revision has taken place by referring to the date on which this Notice was last updated. Your participation in our recruitment process constitutes your acknowledgment and acceptance of such changes.

Effective date : 30 Sep 2024

Last updated : 30 Sep 2024