

Privacy Notice

For Job Applicants & Candidates

Effective as of 4 July 2023

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2. Introduction

- 2.1. Your personal data and your rights are important to **SciGen Pte Ltd** and its related corporations (as defined in the Companies Act, Chapter 50 of Singapore, hereinafter referred to as “**SciGen**”, “**we**”, “**us**”, or “**our**”).
- 2.2. That is why we designed this Notice to share with you transparently on your rights, and summarily how we may collect and manage your personal data in compliance with the Singapore Personal Data Protection Act 2012 (also referred in this Notice as “**Act**” or “**PDPA**”) when you apply for a job opportunity directly with us.

3. Your Consent

PLEASE READ THIS NOTICE CAREFULLY BECAUSE BY CONTINUING TO PROVIDE US PERSONAL DATA OR INTERACTING WITH US AS DESCRIBED IN THIS NOTICE, YOU ARE, TO THE EXTENT PERMITTED BY THE ACT AND RELEVANT LAW, ARE:

- a. agreeing and consenting us to process personal data in accordance with this Notice,
- b. agreeing that the personal data that you provided to us is accurate, up-to-date, and complete, and
- c. where you are disclosing personal data of another person to us, you are agreeing that you have provided a copy of this Notice to such other person, and you were authorized by such other person to disclose such personal data to us, and that such personal data is accurate, up-to-date, and complete.

IMPORTANT! PLEASE DO NOT PROVIDE US WITH PERSONAL DATA IF YOU DISAGREE TO THIS NOTICE.

Please further note that this Notice does not replace any other consents you may have previously or separately provided to us which pertains or relates to your personal data. Your consent to this Notice is in addition to any other rights that we may have at law or contractually to process your personal data.

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4. When Does this Notice Apply?

- 4.1. This Notice applies when you submit your job application with us.

If you have submitted your job application through a third-party recruitment services or websites, this Notice only covers our processing of your personal data in your job application that we actually receive. Kindly note that we do not own or control such third-party recruitment services or websites, and accordingly, you are highly recommended to find out such third-party privacy policies to understand their processing practices over your job application data on their end.

Please note that this Notice is not intended and shall not be read to create any express or implied promise or contract for employment, for any benefit, or for specific treatment in specific situations. Nothing in this notice should be construed to interfere with our ability to process personal data for purposes of complying with its legal obligations, or for investigating alleged misconduct or violations of company policy or law, subject to compliance with local legal requirements.

- 4.2. **Supplementary Privacy Notices.** Should you interact with us in any other capacity, be it as a valued customer, visitor, esteemed healthcare professional, or in any other delightful role, we kindly invite you to check out our [Privacy Hub](#). There are additional supplementary notices to provided added clarity for other valued interactions we have with you.
- 4.3. **Additional Languages.** Also, this Notice may further be made available in other languages. In such cases, please note that the English text of this Notice will prevail over other language translations thereof in situations where there is conflict, inconsistency, or ambiguity between the same.

5. What is Personal Data?

Reference to “**personal data**” in this Notice, have the same meaning provided in the Act.

In general and simplified terms, you can think “**personal data**” as data (either on its own or combined with other information that we have or likely to have access to) can uniquely identify an individual person. Kindly note that business contact information and anonymized data is not personal data.

6. What Types of Personal Data Do SciGen Collects?

- 6.1. The extent of and the exact personal data that are processed vary from case to case depending on a range of factors and circumstances, such as the nature of the position or opportunity, the application stage you are at, and how you interact with us throughout the application (e.g. video calls, phone calls, or in-person at our premises or facilities).

Overview of the categories and example personal data that we may collect and purpose of processing includes:

- a. **Identification data** such as name, title, gender, date of birth, national registration identity card or passport number, and driving license
 - b. **Contact data** such as e-mail address, and telephone number
 - c. **Immediate family data**, such as name, age, occupation and employer company name
 - d. **Financial data** such as payment card details, preferred payment method, and bank account
 - e. **Job application data** such as cover letter, resume, curriculum vitae (CV), and any other supporting information or documents provided to us in support of the job application. This may include past and current professional or employment details (such as job title, function, department, professional experiences, other professional achievements and qualifications, and whether you are subject to prior employer obligations), academic or education details (such as history, certificate, and transcripts), references name and contact details, job preferences details (such as desired position, compensation and benefits; location preferences and willingness to relocate)
 - f. **Aptitude and leadership skills-related data** such as information provided by you when you answer any skill, cognitive ability and/or a personality assessment or test
 - g. **Audio-visual data** which you may be identified. This may be provided to us when you use opt for interview through video or phone. Also, if you visit our premises or facilities for interview, you might be recorded by surveillance system or device (e.g. CCTV) that were placed for security purposes
 - h. **Verification checks data**, such as verification received from referees and academic institutions you have provided, and conduct any other verification or backgrounds checks that are necessary due to the nature of the role applied for and are permitted or allowed by applicable law
 - i. **any other data that you voluntarily share** such as your hobbies and interests
- 6.2. **Sensitive or special categories of data.** We do not seek to collect or otherwise process sensitive personal data in the ordinary course of our business. We only process your sensitive personal data when:

- a. you voluntarily disclose it during the recruitment process, or you provided your explicit consent, or the data is publicly available, or data is relevant to your future working environment with us. For example, you may volunteer your physical or mental health or condition information to allow us to make reasonable accommodations or adjustments for the recruitment process or subsequent job role, and for or for the future administration of employment benefits if successful, and
- b. we have a legal obligation to do so, or where it is permitted or necessary by law. This may include for purpose in relation for equal opportunities, diversity or human resource initiatives (e.g., gender, race or ethnicity information), health, safety, security and environmental compliance (e.g. if you meet with us in-person at our premises, your body temperature, health symptoms, vaccination status, and other related information in connection with public and workplace health and safety plans and protocols designed to prevent the transmission of COVID-19 or other infectious diseases), and detection and prevention of crime (including the prevention of fraud, e.g., perform verification checks for certain roles that requires check of material offences)

7. How Does SciGen Collect My Personal Data?

- 7.1. **Directly from you**, such as when you interact with us by submitting your job application directly to us, or attending an interview
- 7.2. **Third-party sources.** Sometimes depending on the type of interactions we have with you, we may receive information from other third-party sources such as:
 - a. Third-party that you have authorized to act on your behalf
 - b. Third-party that you have consented to disclose your personal data, such as your referees and recruiters
 - c. Third-party that may provide recommendation, attestation or validation for you, such as our personnel, and your professional and academic referees and institutions
 - d. Third-party job or career sites you may use to apply for a job with us. This may include sites like LinkedIn. For details on how your personal data is processed by such third-party sites that you have used to submit your information, please consult the Privacy Notice on such third-party sites.
 - e. Government sources such as regulatory authorities, court, and enforcement officials
 - f. Publicly available data sources, such as information on the Internet
 - g. Other third-parties service providers that support our legitimate business operations and needs, for example:-
 - Employment agencies and recruitment service
 - Security-related providers that assist with due diligence, compliance, and fraud prevention and detection such as background check providers and employment screening agencies (where permitted by law)
- 7.3. Where permitted by the law, we may combine both the information you provide us and automatically collected information with other information collected from third-party sources.

8. For What Purpose Do SciGen Collect & Process My Personal Data?

The purpose of processing depends on the stage of your job application with us. Your personal data may be processed for any of the following purposes:

- 8.1. Fulfill your request, i.e. to receive your application. Application may be thereafter assessed and processed further for recruitment purposes, such as scheduling interviews, communicating with you, and in appropriate cases informing you of other potential career opportunities within the organization.
- 8.2. Fulfill legitimate business interest, including:
 - a. Implementing human resource initiatives such as improving the recruitment process, and promote and foster diversity and inclusion in the workplace
 - b. To create and ensure safe and secure environment, and improve thereof, including conducting due diligence and verification of application and information provided (such as pre-employment background checks and health screening, reference checks, conflict of interest checks) where we find it necessary due to the nature of the role or position applied for, and where permitted or allowed by law
 - c. To establish, pursue, exercise and enforce our rights, and further defend ourselves in any legal claims or proceedings which we may be involved in
 - d. Fulfill legal obligations, including:
 - Complying with the law (which includes regulatory requirements, industry standards and court orders) that we are subjected to.

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Respond legal requests, such as providing support in investigations by regulatory or enforcement authorities, comply with a subpoena, respond to any legal process

- e. Fulfill any other purposes permitted or required by the law, and/or incidental to any of the purposes detailed in this Notice.

We will only use and process your personal data for the purposes it was consented for as described in this Notice. If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

9. What Happens If I Do Not Provide My Personal Data?

We only collect personal data that is provided on a voluntary basis.

We will indicate when it is obligatory to provide the personal data to us to enable us to process your data in relation to specific purpose. If you decline to provide such obligatory personal data, we may not be able to process or evaluate your application fully or accurately.

10. Who Does SciGen Disclose My Personal Data To?

If it is necessary for the fulfillment of the purposes you have consented for as described in this Notice, your personal data may disclosed and transferred to, and/or processed by the following categories of parties for processing whether within or outside Singapore:

- a. **our personnel**, such as HR, interviewers, and IT staff if access to the data is necessary for the performance of their roles
- b. **members within our related companies**, including our affiliates and subsidiaries for the purpose of group or central human resource management and internal reporting. Your personal data may be further shared with members within our group companies if you have expressed that you are open to global mobility or alternative job vacancy in your job application.
- c. **our external advisors** such as lawyers, accountants, company secretary, auditors, insurers and brokers.
- d. **our third-party providers**, Like many businesses, we may engage specialized providers to facilitate the recruitment processes, such as recruiters and pre-employment screening services.
- e. **relevant government regulators or authorities, statutory boards, law enforcement agencies, industry regulators** or any person to whom we are compelled or required to do so under law.
- f. **potential acquirers and other stakeholders** in the event of potential, proposed or actual business transfer, whether in whole or in part, sale of business, disposal, acquisition, merger, spin-off, joint venture, assignment, reorganisation of our business, assets or stock or similar transaction.
- g. **any other party to whom you authorize** us to disclose your personal data.

11. Is My Personal Data Transferred Internationally?

Your personal data may be disclosed to and processed by our related corporations and third parties detailed in [Who Does SciGen Disclose My Personal Data To?](#), some of which may be located outside of Singapore, for the fulfillment of the purposes you have consented for as described in this Notice.

We take appropriate steps to ensure that the overseas recipients are bound by legally enforceable obligations to protect your personal data at a standard that is comparable to the protection under the Act, and do not breach the personal data protection obligations relating to your personal data.

By providing your personal data to us, you are consenting to any such disclosure, transfer, and further processing of your personal data outside Singapore as described in this Notice.

12. How Is My Personal Data Protected?

To protect your personal data from being misused, lost, or otherwise access, modified or disclosed in an unauthorized manner, we take appropriate measures that are consistent with Act and other applicable laws. For example, our third-party providers will only process personal data held by us where they are obliged to treat the information confidential and to keep it secure, and we limit access and processing of your personal data on a need to know basis to those employees and third parties that are subjected to duty of confidentiality.

13. How Long Does SciGen Retain My Personal Data?

We may retain your personal data for as long as it is necessary to fulfil the purpose for which it was collected and processed for, and as legally required or permitted by the Act and other relevant laws.

When your personal data is no longer needed, we will remove it from our records, or otherwise take steps to remove the means by which the data can be associated with you.

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14. What are My Duties?

14.1. Providing true, accurate, complete and not misleading information during application.

Kindly be reminded that information you submit as part of your job application must be true, accurate, complete and not misleading. Any false or misleading statements or omissions made by you during the application process, including your application and any assessments and interviews, may be sufficient cause to justify the rejection of your application or, if you have already become an employee, the immediate termination of your employment, subject to due process

14.2. Your duty to inform us of changes.

It is important that the personal data we hold about you is accurate, complete, and current. Please keep us informed of changes to your personal data during your relationship with us.

14.3. Sharing of Other Individual's Personal Data.

If you share with us personal data of other individuals, it is your responsibility to collect such personal data in compliance with Act and relevant laws. For instance, you should share a copy of this Notice to such other individuals and obtain their prior consent before sharing their personal data with us.

15. What are My Choices & Rights?

15.1. Pursuant to and subjected to the Act, you can exercise the following rights by submitting your request to our Data Protection Officer listed in the [Contact Us](#) using the relevant [Request Form](#) provided in the [Privacy Hub](#):

- a. **Right to access your personal data**, where we provide information of personal data that is in our possession or control, and the ways in which that personal data was used or disclosed by us for past year (or any other duration required by the applicable law).
- b. **Right to correct your personal data**, where you can correct your personal data to the extent it is inaccurate, incomplete, misleading or not up-to-date.
- c. **Rights to limit the processing of personal data, or withdraw your consent.**

16. I like to Withdraw My Consent as Job Applicant

- 16.1. The consent you provided to process personal data in your job application will remain valid until such time it is being withdrawn by you in writing.
- 16.2. If you wish to withdraw your consent as a Job Applicant, please submit your request to our Data Protection Officer listed in the [Contact Us](#) using the relevant [Form](#) available in the [Privacy Hub](#)
- 16.3. Upon our 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 promptly. Should we require more time to give effect to a withdrawal notice, we will inform you of the time frame by which the withdrawal of consent will take effect.
- 16.4. Whilst we respect your decision to withdraw your consent, please note that depending on the nature and extent of your request, we may not be able to process your job application. We shall, in such circumstances, notify you before completing the processing of your withdrawal request. Should you decide to cancel your withdrawal of consent, please inform us in writing in the manner described above.
- 16.5. Please note that withdrawing consent does not affect our right to continue to collect, use and disclose personal data where such collection, use and disclosure without consent is permitted or required under applicable laws.

17. I Like to Lodge a Complaint. What is the Process?

If you believe that there is breach of your personal data, please submit your complaint to our Data Protection Officer as listed in the [Contact Us](#) using the [Complaint Form](#) provided in the [Privacy Hub](#).

18. Contact Us

Should you have any questions, feedback, or concerns relating to this Notice or of your personal data interactions with us, or otherwise wish to exercise your personal data rights, or otherwise wish to lodge a complaint, please do not hesitate to contact us via our Data Protection Officer at the following:

Email : dpo@scigen.com.sg

Phone : +65 6779 6638

Address : SciGen Pte Ltd, 150 Beach Road #32-05/08, Gateway West, Singapore 189720

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19. Updates to this Notice

We may, from time to time, amend this Notice for various reasons, for example:

- a. to improve this Notice, such as changing the design or look of the Notice, or adding clarification where required, or correcting inadvertent errors,
- b. to accurately reflect and update our data handling practices,
- c. to reflect new developments and features in our business, technologies, Site, goods, and services that may relate to your personal data, and
- d. to comply with changes with the applicable law, regulatory requirements, and industry practices.

The amended Notice will be effective on the publication date detailed above. We will notify you of the changes by displaying prominently on this Site that there are changes to the Notice.

Kindly note that your continued interaction with us or providing of personal data after such notification of such changes indicates or otherwise constitutes your acceptance to such changes.

You are responsible to periodically review this page for the latest information on our data handling practices.