

	PERSONAL DATA PRIVACY POLICY	
	Date 01/01/2015	Revision A

1. OVERVIEW

- 1.1. This Data Protection Privacy Policy applies to ADP Consultants (“ADP”), Singapore. The Policy explains how personal data of individuals is collected and handled and how ADP complies with the requirements of the Personal Data Protection Act 2012 of Singapore (“PDPA”) and its regulation(s). Your privacy is important to us. Please take a moment to read and understand the purposes for which we collect, use and disclose your Personal Data.

2. PURPOSE OF COLLECTING PERSONAL DATA

- 2.1. The purpose of the Data Protection Policy is to communicate how ADP manages personal data collected from individuals. We will collect, use or disclose personal data for reasonable business purposes. We may also collect, use or disclose personal data if it is required or authorized under applicable laws.

Examples of Personal Data include:

- a) Your name as found on your NRIC/Passport
- b) Your contact numbers, e-mail address and mailing address
- c) Information relating to payment
- d) Information relating to salary verification
- e) Place of residence tenancy agreements

3. COLLECTION OF PERSONAL DATA

- 3.1. We collect personal data from clients, business contacts, referrals and other individuals.
- 3.2. We collect, hold or process personal data as deemed necessary for business purposes.
- 3.3. We will only handle and/or disclose such personal data, in accordance with the guidelines set out by the PDPA.

Personal Data may be collected in the following ways:

- a) Information provided via the website, over the phone or e-mailed to us
- b) Completing authorization forms
- c) Application submitted for processing permits
- d) Job applications / resumes

4. USE AND DISCLOSURE OF PERSONAL DATA

- 4.1. We use and/or disclose personal data for reasonable business purposes only.
- 4.2. If there is consent or deemed consent from the individual to provide our services, we may use the personal data for the following reasons:
 - a) To respond to requests
 - b) To maintain contact with clients
 - c) For general management and reporting purposes
 - d) For other purposes relating to providing our services

5. DISCLOSURE TO THIRD PARTIES

- 5.1. Our website may be linked to other third party websites, such as our business partners. We are not responsible for the privacy practices followed by these third parties and encourage you to read and be informed about the privacy policies they adopt.
- 5.2. Personal data will not be disclosed to third parties except for purposes relating to the business or when required by law. If engaged by us, third parties will be bound contractually to keep all information confidential.

6. ACCESS, COLLECTION AND WITHDRAWAL OF CONSENT OF PERSONAL DATA

- 6.1. We will make a reasonable effort to ensure that personal data collected by us is accurate and complete.
- 6.2. We will provide the individual, upon request, with access to their personal data in accordance with the requirements of the PDPA.
- 6.3. We will handle any requests for correction to an error or omission in the individual’s personal data in our possession, in accordance with the requirements of the PDPA.
- 6.4. An individual may request to withdrawal his consent given or deemed to have been given to collecting, use or disclosure of his personal data. If requested and within a reasonable notice period, we will cease collecting, using or disclosing the personal data unless it is required or authorized under applicable laws.

7. CONTACTING THE DATA PROTECTION OFFICER

- 7.1. If you have concerns or further queries about how we are handling your personal data please contact our Data Protection Officer at feedback@adpconsultants.com.sg

8. SECURITY, PROTECTION AND RETENTION OF PERSONAL DATA

- 8.1. We have implemented measures to protect the personal data in our possession and to prevent unauthorized access, collection, use, disclosure, copying and other such risks.
- 8.2. As soon as it is reasonable to assume that the purpose for collection of such personal data is no longer required, and such retention is no longer necessary for legal or business purposes, we will make arrangements to cease retention of personal data.

9. MODIFICATIONS MADE TO THE POLICY

- 9.1. We reserve the right to modify or amend this Policy at any time. Notification of changes made will be posted on our home page. The effective date can be found at the beginning of this Policy.