

PRIVACY STATEMENT

At Randstad, protecting your personal data is important to us. We are committed to ensuring that your privacy is respected and maintained at all times and have based this Privacy Statement on the Personal Data Protection Act 2012 (PDPA) as well as our existing obligations of confidentiality.

what does this privacy statement cover?

This Privacy Statement explains how we collect personal data and how we maintain, use and disclose that information. It also provides details about your privacy rights, along with our general rights and obligations in relation to the personal information we keep on record.

By continuing to use our services via our website or by providing personal data to us, you agree to the collection, use and disclosure of your personal data in the manner set out in this Privacy Statement.

Please read the privacy statement for Malaysia below.

what is personal data?

The type of personal data we collect may depend upon the type of service that you request. Normally the type of personal data that we collect may include an individual's name, address, email address and online passwords, phone number and website usage information. If you are a candidate, it may also include the opinions of others about your work performance, your work experience and qualifications, aptitude and psychological assessment results and other information obtained by us in connection with your possible work placements. Randstad only collects, uses and discloses personal data with your consent or deemed consent or as otherwise permitted under the PDPA or other applicable laws and regulations.

who will be collecting your personal data?

Your personal information will be collected by Randstad for its own use, on behalf of other members of the Randstad group of companies.

how your personal data will be collected – visiting www.randstad.com.my

Personal information will be collected from you directly when you visit our web site and browse without the need to disclose any personal information. When you visit the Randstad web site, we record anonymous information such as the date and time of your visit, the server/IP address, which site was visited and the information viewed and/or downloaded. The information gathered cannot be directly matched to an individual and is only used for administration and statistical purposes such as error logging. The information cannot tell us anything about you; it can only tell us about how you used our web site. This information can help us determine what areas of our web site are most beneficial to our visitors. No attempt is made by Randstad to identify users or their browsing activities.

If you visit the Candidate Registration web site and register on-line for employment opportunities or, visit the client resources site to register a vacancy, we do collect some personal information about you, which you volunteer by filling in your details. The information required may include providing basic personal details such as your name, address, phone number and email address etc. You may also submit your resume or a position description.

how your personal data will be collected – responding to advertisements on non-Randstad recruitment websites

You can also view our advertisements on authorized third party recruitment websites which may either direct you to the Randstad website for you to log in and submit your application with personal data, or allow you to submit such data via the submit function of the third party website. If you submit your information to us through a third party website, please ensure that you read their Privacy Statement. Any personal data we receive we will assume that you have consented to allow us to collect, use, and disclose (as described in this statement) your data for the purposes of evaluating your candidacy in relation to the vacancy posted or other vacancies which we may decide to engage in the future.

how we use your personal data

Your personal data may be used in connection with:

- Your actual or possible work placement;
- Checking your work rights status with any government department or body (or their agents);
- Where legally permitted to undertake directly or through agents criminal reference check with relevant government agencies, or credit checks.
- Any test or assessment (including medical tests and assessments) that you might be required to undergo;
- Ensuring our internal business processes are running smoothly which may include quality assurance audits, quality and services evaluations, fulfilling legal requirements and conducting confidential systems maintenance and testing; and
- To offer you special service offerings.

Your personal information may be disclosed to:

- Potential and actual employers and clients of Randstad;
- referees;
- Other members of the Randstad group of companies;
- Our insurers;
- Any government department or body (or their agents) to verify your work rights status;
- A designated, registered training provider in relation to training and personal development opportunities;
- Our contractors and suppliers – e.g. our I.T. contractors and database designers
- Any person with a lawful entitlement to obtain the information;
- Prospective employers to use to verify suitability for employment;
- Select third parties including suppliers and sub-contractors for the performance of any contract we enter into with them; and
- (Where permitted by law and with your consent) third party providers of criminal background or credit checking services.

We will advise you of our intentions and gain consent before we refer your personal information to our clients for possible work opportunities.

personal data of referees

The submission of references is essential to the recruitment process as we give critical consideration to any input provided to us by your referees.

In submitting your application, you shall be required to submit the names and other personal data of referees you wish us to contact. Before you give us any personal data about your referees you must notify each referee with the purpose of Randstad's use of their personal data and obtain their permission to disclose to us their data for the purposes of evaluating your candidacy for current or future vacancies that we may engage with you from time to time.

if you do not give us the information we seek

If you do not give us the information we seek:

- We may be limited in our ability to locate suitable work for you;
- We may be limited in our ability to place you in work.

how we contact you

We may contact you from time to time about jobs and careers advice services. We usually use email, phone and/or SMS. If you wish to change your preferences for contacts, please go to www.randstad.com.my/my-randstad/.

how does Randstad protect the security of your information

We take all reasonable steps to protect your personal information from misuse, loss, unauthorised access, modification and disclosure.

We have a number of safety measures in place to protect your information. For example, your personal information is stored in secured offices and in computerised databases which require a log in and password to gain access. Access to the database is only available to those who require such access.

All staff are bound by a confidentiality agreement regarding company and customer information.

Visitors to our premises are always accompanied by a member of staff for the duration of the visit.

We use secure methods to destroy or de-identify personal information as soon as the law permits and provided that the information is no longer needed by us. When you advise us that you are no longer looking for work opportunities and therefore do not wish to be registered with us, we will de-identify your data base record and destroy your personal information, unless you advise us otherwise or unless it is a requirement by law such as retained tax/wages information.

your rights - withdrawing your consent

You are entitled to withdraw your consent for the collection, use and disclosure of your personal data by giving Randstad reasonable notice by sending a written request (a) by email to the Data Privacy Officer at privacy@randstad.com.sg or (b) to the address below. Randstad will review your request and respond to you with the implications of such withdrawal.

your rights – correcting information you have provided

You have the right to request access to the personal data we hold about you and if you believe it is not accurate have it corrected. We will take reasonable steps to ensure that it is accurate, complete and up-to-date. Please send a written request (a) by email to the Data Privacy Officer at privacy@randstad.com.sg or (b) to the address below.

using our website

As with most websites, when you visit our website, we may record anonymous information such as IP address (where not used to identify a specific individual), time, date, referring URL, pages accessed and documents downloaded, type of browser and operating system.

We also use “cookies” and other tracking tools. A cookie is a small file that stays on your computer until, depending on whether it is a sessional or persistent cookie, you turn your computer off or it expires. Cookies may collect and store your personal data. You may adjust

your internet browser to disable cookies. If cookies are disabled you may still use our website, but may be limited in the use of some of the features. For more information about the cookies on our website, please check the cookie statement at www.randstad.com/cookies.

external sites

Our website or communications may contain links to or from other websites. External sites that are linked to or from the Randstad web site are not under our control and you are advised to review their Privacy Statement. Users should note there are inherent risks associated with the transmission of information via the Internet and you should therefore make your own assessment of the potential risk to the security of your information.

changes to this privacy statement

Our Privacy Statement is reviewed and updated regularly, and the updated details will always be available on our web site.

how to contact us about this privacy statement

If you wish to contact us about any concerns or queries in relation to your personal information or this Privacy Statement, please contact:

Randstad SEA Data Privacy Officer

email: privacy@randstad.com.sg

address: Level 8, Menara Weld, No 76 Jalan Raja Chulan, 50200, Kuala Lumpur.