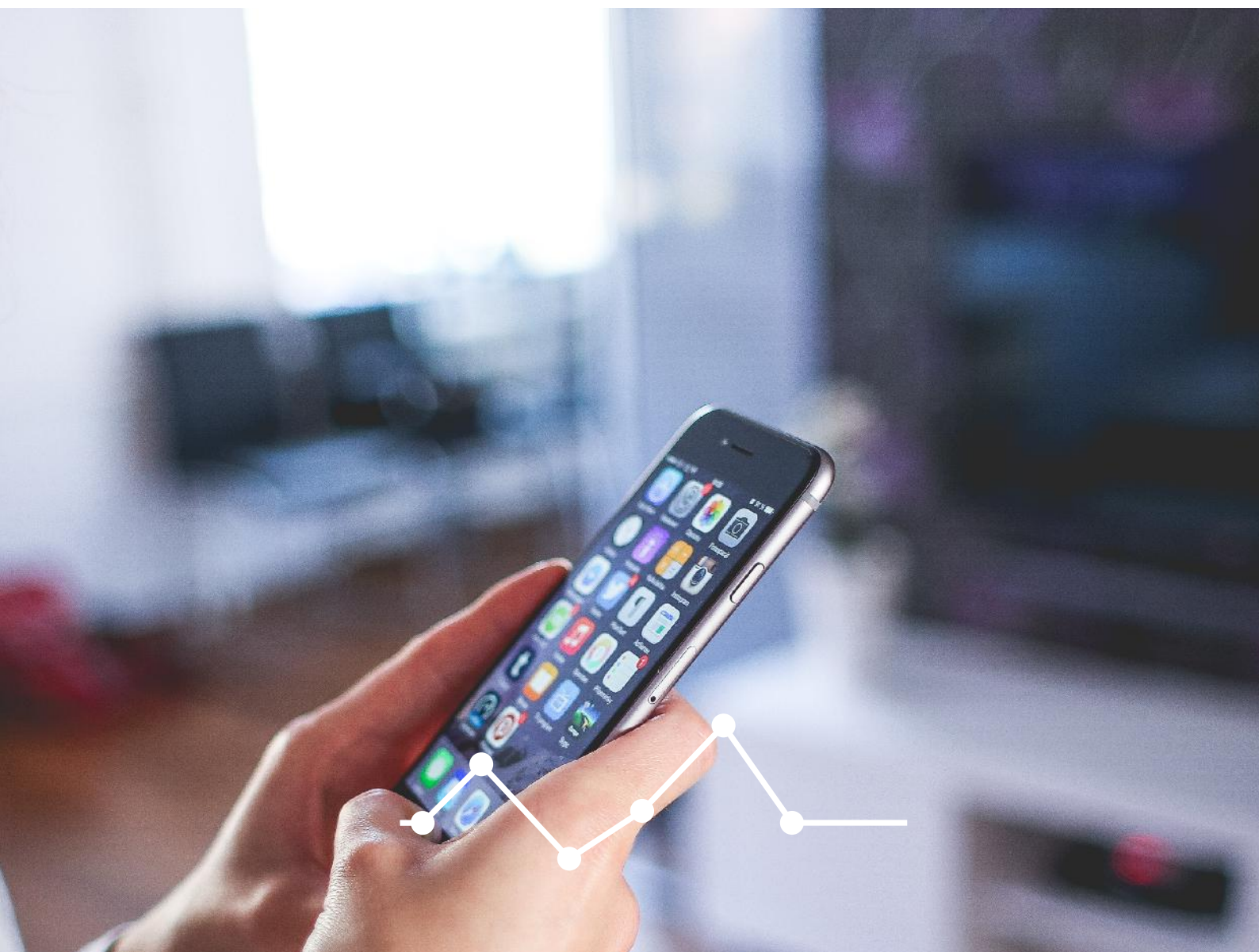


Privacy Policy

CAEVEST PRIVATE LIMITED



Prepared by
DATA PROTECTION LEAD,
CAEVEST

MAY 2019

caevest

Your privacy is important to Caevest

This policy is intended to help you better understand how we collect personal data. It explains how we maintain, use, store and disclose the personal data we hold and reflects our commitment to our personnel and clients. This policy is an integral part of our operations within Caevest Private Limited, including visitors to our website. Caevest respects the confidentiality of data and the privacy of individual. Caevest is bound by the Personal Data Protection Act 2012. We are also General Data Protection Regulation (GDPR) compliant.

Caevest regularly reviews and updates its privacy policy to take into account new laws and technology, changes to our operations and practices and to make sure it remains appropriate to our changing environment. Please regularly check our privacy policy to so you are aware of these updates and changes. Any data we hold will be governed by the most current version of the Caevest privacy policy.

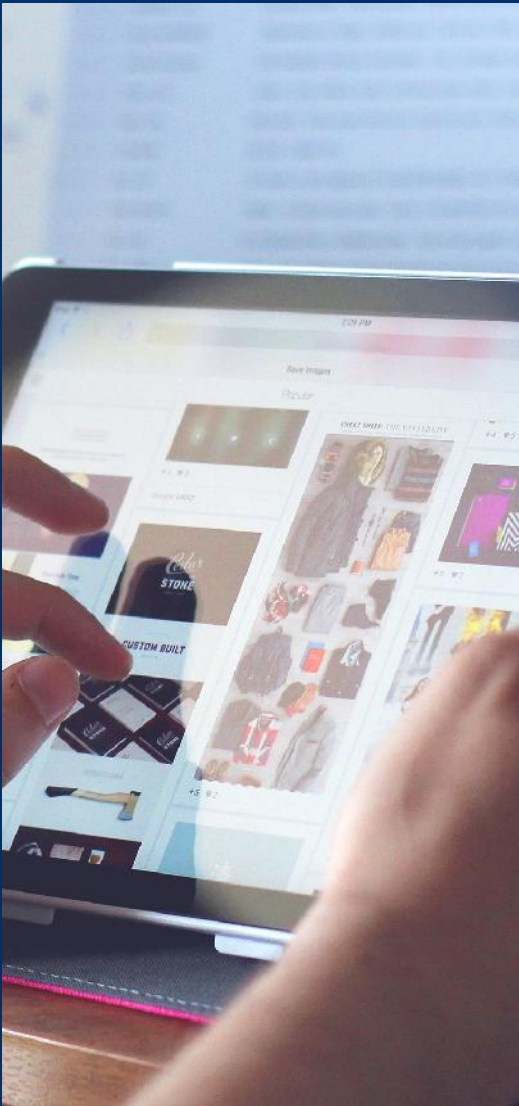
Privacy matters!

Caevest's privacy policy is based on transparency. Privacy matters. We are committed to being open and transparent about how we manage personal data.

Types of personal data held by Caevest

Personal data means any type of information relating to you and which allows your direct or indirect identification. It includes data regarding contact details, work experience, qualifications, aptitude test results, references, incidents at the workplace and other data received in connect with your possible and actual work placements.

When and how personal data is collected?



We may collect personal data about you when:

- You complete one of our application forms or provide any other data in connection with your application
- We receive any reference about you
- We receive results of inquiries that we might make of your former employers, work colleagues, professional associations or registration body.
- We receive the results of any competency or medical test or any background check.
- We receive any complaint or other data from or about you in the workplace
- We receive any data about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you were involved.
- We receive any data about a workplace accident in which you are involved
- You provide us with any additional data about you.

This policy applies to all data we process about you and may include some data about your physical or mental health or conditions, political opinions, religious or similar beliefs, commission or allegations of any offence and other sensitive personal data. References to personal data in this policy include such sensitive personal data.

General data collected from visitors to our website

We gather data about all our website users collectively using tools like Google Analytics to cover things like what pages visitors use more frequently. We only use this data anonymously and this data helps us determine what is most beneficial for our users and how we can continue to create a better website experience.

Your personal data collected on the Caevest.com website

In some instances, we may need specific data about you, such as name, email, telephone number etc. We will collect this data if you sign up for a service such as a newsletter via our website. We may also ask you for other data such as the types of jobs you are interested in.

If you do not give us the data we seek:

We may be limited in our ability to place you in a project. In any event, we will not use your data without your consent.

When and why do we share information with third parties?

We may disclose your personal data (including to trusted third parties) for the purposes for which it is primarily collected, used or held for a related secondary purpose.

Your personal data may be disclosed to:

- Potential and actual Clients of Caevest Private Limited
- Caevest Private Limited employees
- Referees
- External providers of online training and induction
- Our insurers
- Central Provident Fund
- A professional association or registration body that has proper interest in the disclosure of your personal information
- A Workers Compensation or social security body.
- Any person with a lawful entitlement to obtain the information.

Information we do not share

We do not share Personal Information about you with third parties for their marketing purposes (including direct marketing purposes) without your permission.

Google Analytics



Google Analytics is a web analytics service by Google that tracks & reports website traffic.

Google analytics is used to track the website activity of the users such as session duration, pages per session, bounce rate etc. along with the information on the source of the traffic. Google Analytics analysis can identify poorly performing pages with techniques such as funnel visualization, where visitors came from (referrers), how long they stayed on the website and their geographical position. It also provides more advanced features, including custom visitor segmentation.

To opt-out of Google Analytics tracking for all sites, you can install the Google Analytics opt-out browser add-on.

Management of personal data

How do we store and project personal data?

At Caevest, our staff respect confidentiality of data and the privacy of individuals. Caevest regards breaches of your privacy very seriously and any breach will result in disciplinary action being taken, dependent upon severity. Caevest has an appointed data protection lead to ensure that our management of personal data is in accordance with this policy and current legislation.

Responsibly managing the privacy of your data is important to us, whether you interact with us personally, by phone, mail, over the internet or other electronic medium. We hold personal data in a combination of secure cloud-based computer storage facilities and paper-based files. We take such steps as are reasonable in the circumstances to protect personal data we hold from misuse, interference and loss, unauthorized access, modification or disclosure. We may need to maintain records for a significant period of time. However, when we consider data is no longer needed, we will remove any details that will identify you or we will securely destroy the records.

No method of transmission over the Internet, or method of electronic storage, 100% secure. Therefore, we cannot guarantee the absolute security of your personal information.

How do we keep personal data accurate and up-to-date?

Caevest takes such steps as reasonable in the circumstances to ensure that the personal data it holds and discloses is accurate, up-to-date and complete.

Enquiries & complaints

You can make enquiries, requests to access/delete or correct your data, or complain about alleged breaches of the Personal Data Protection Act 2012 to our Data Protection Lead.

Singapore

Data protection Lead
Caevest Private Limited
admin@caevest.com

Your choices

You may opt out of receiving communications from Caevest Private Limited by using the unsubscribe link within each email, updating your email preferences emailing us at hr@caevest.com to have your contact information removed from our promotional email list or registration database. Although opt-out requests are usually processed immediately, please allow ten (10) business days for a removal request to be processed. Even after you opt out from receiving promotional messages from us, you will continue to receive operational messages from us if you are working with us to deliver Caevest Services to our clients.

Complaints

We aim to acknowledge receipt of all complaints within 7 working days and aim to resolve all complaints within 30 working days. This may not be possible in all circumstances and depends on the contents of the complaint. If you are not satisfied with our response to your complaint, you can contact the Personal Data Protection Commission.

Correction

Subject to some exceptions you may request that we correct the personal data we hold about you if you deem it to be inaccurate, incomplete, out-of-date, irrelevant or misleading. We will take reasonable steps under the circumstances to correct the data as soon as practicable and send the corrected personal data to other organizations in accordance with the Personal Data Projection Act 2012.

If we refuse to correct your personal data as we are satisfied on reasonable grounds that a correction should not be made, we will notify you in writing of the reasons detailing our refusal to correct the data and the process for escalation regarding this refusal. Should we refuse your data correction request, we shall annotate your personal data with the correction that was requested but not made.

Feedback

Caevest has an area on our website where you can submit feedback, under the 'contact us' section. Any feedback that is submitted through this area becomes the property of Caevest. We may use this feedback, such as success stories, for marketing purposes, or to contact you for further feedback on the site.