

# PMET Strategy Resources Pte Ltd

Employment Agency Number: 07C3290

## Privacy Statement

### DEFINITIONS

“**PMET**” means PMET Strategy Resources Pte Ltd (Singapore Business Registration Number: 200707198N).

“**Users**” means Visitors who visit the PMET’s premises, browse the PMET’s Sites and/or use PMET’s services.

“**Sites**” means any websites and/or mobile applications owned by PMET, its affiliates and/or subsidiaries.

“**Job Sites**” means any websites and/or mobile applications owned by PMET and/or its Job Portal Service Providers.

“**Corporate Clients**” means Users’ prospective employers served by PMET.

“**Third Parties**” means Service Providers engaged by PMET and/or Stakeholders of PMET.

“**Processing**” means but is not limited to collecting, holding, storing, recording, organizing, adapting, using, correcting and/or destructing.

“**Period Necessary**” means as long as necessary to fulfill the purpose for which the data was collected as set out under the "Purpose of Collection of Personal Data".

### INTRODUCTION

Users’ privacy are important to PMET, Users are strongly recommended to read this Privacy Statement carefully to have an understanding of its policy and practices with regard to the treatment of personal data provided by Users.

### USERS’ OBLIGATIONS

User must be 18 years old and above. If Users are minor, the prescribed consent should be by their parent or guardian.

Users must ensure that their personal data given to PMET are correct, accurate and without any misrepresentation.

### USERS’ CONSENTS

By responding to the PMET job advertisements via various Job Sites in Singapore, Users submitting and/or depositing their personal data via email, facsimile, letter, telephone call, through the PMET’s Site, its Third Parties, other Job Sites and/or personal visit to PMET premises for understated Purpose of Collection Personal Data, Users are deemed to have read, understood and agreed to abide to this Privacy Statement governing the use of PMET.

Users are deemed to have authorized PMET, its employees for collecting, processing, using, retaining, disclosing and/or transferring Users’ personal data to PMET’s Corporate Clients and/or Third Parties for the Period Necessary to fulfill the understated “Purpose of Collection of Personal Data”.

Users are deemed to have agreed to PMET, its employees, Corporate Clients and/or Third Parties to communicate with the Users by making telephone call, text SMS, MMS, fax messages, voice message and/or sending email to the Users for the Period Necessary to fulfill the understated Purpose of Collection of Personal Data, and all these communications should not be within the scope of the Do Not Call (DNC) Registry.

If Users do not wish to accept the above stated, Users should not continue to use any of the PMET’s sites, then PMET will not be able to provide its relevant services to the Users.

# PMET Strategy Resources Pte Ltd

Employment Agency Number: 07C3290

## **WHAT IS PERSONAL DATA**

The Personal Data uses to identify an individual includes but is not limited to the following

1. Name
2. Identity Card / Passport number
3. Date of Birth
4. Nationality / Residence status
5. Gender
6. Marital status
7. Residence address
8. Contact number
9. Email address
10. Academic qualifications
11. Professional trainings
12. Employment histories
13. Professional skills
14. Work achievement
15. Reasons for leaving
16. Testimonials
17. Last drawn salaries
18. Expected salary
19. Notice of period
20. Personal interests and preferences
21. Information of your Referee
22. Image
23. Any other information in relevant to the understated Purpose of Collection Personal Data.

PMET strives to collect Users' personal data which are necessary and adequate.

## **PURPOSE OF COLLECTION PERSONAL DATA**

In order to have the benefit of services offered by PMET, it may be necessary for Users to provide PMET with their personal data. Phone contact number and/or Email address which provided by the Users may be used for the understated purposes.

The purposes of collecting Users' personal data include but not limited to the following.

1. Assist Users to explore and find new potential employments with prospective employers,
2. Assist PMET's Corporate Clients to find suitable employees by fulfilling their manpower need,
3. Retain Users' personal data for any new job exploring in the future,
4. Verify the accuracy of the Users personal data given,
5. Respond to Users requests and queries,
6. Communicate with Users for information sharing and/or update in regard to PMET services,
7. Communicate with Users about PMET job opening that fit Users profile,
8. Send seasonal greeting messages to Users,
9. Promote enhanced services in relation to PMET business,
10. Obtain Users profile for statistical analysis and marketing research, and/or
11. Any other purposes which are beneficial to the Users

# PMET Strategy Resources Pte Ltd

Employment Agency Number: 07C3290

## **USERS' REFEREES**

If User add referees in the collection of Users' personal data, PMET will ask User for their names, telephone numbers, emails, position titles and other relevant particulars for the Period Necessary to fulfill the above stated Purpose of Collection of Personal Data.

In this circumstances, User must seek the consent from these referees that their personal data are provided to PMET and advise the referees about this Privacy Statement.

## **PROCESS / DISCLOSURE / TRANSFER OF DATA TO THIRD PARTIES**

PMET will only process, disclose and/or transfer Users personal data to its Corporate Clients and/or Third Parties under the following circumstances:

1. Where PMET needs to search for new potential employments for the Users
2. Where PMET needs to search for new potential employees for its Corporate Clients
3. Where PMET considers necessary in the circumstances above stated Purpose of Collection Personal Data
4. Where PMET considers necessary to do so in order to comply with the applicable laws and regulations, including without limitation compliance with a judicial proceeding, court order, or legal process served on the Site;
5. Where PMET needs to protect and defend its rights and property;

Users are deemed to have agreed to, consented to and authorized the process, disclosure and/or transfer of their personal data by PMET in the circumstances above stated.

## **SAFEGUARD OF CONFIDENTIALITY AND SECURITY OF DATA**

PMET respects the privacy of the personal data of its Users and will ensure compliance by its employees to the strictest standards of security and confidentiality in respect of all personal data submitted by Users.

Only authorized employees of PMET are permitted to log into the PMET's Site and access the Users' personal data. PMET will not release such personal data to any of its Third Parties, except in the circumstances above stated Process / Disclosure / Transfer of Data to Third Parties.

PMET does not sell, trade or rent personal data collected to any other irrelevant parties.

## **REQUEST FOR DELETION OR AMENDMENT OF PERSONAL DATA**

PMET retains Users' personal data for the Period Necessary to fulfill the above stated Purpose of Collection Personal Data and/or any legal, business purposes.

PMET will not retain Users personal data if Users have contacted PMET and opted to cease its services.

Users should request for deletion or amendments of their personal data via PMET's Compliance Officer by emailing to [enquiry@pmet.com.sg](mailto:enquiry@pmet.com.sg), however; the deletion or amendments of Users' personal data does not affect the personal data that PMET had previously processed, disclosed and/or transferred to its Corporate Clients and/or Third Parties.

# PMET Strategy Resources Pte Ltd

Employment Agency Number: 07C3290

## **COOKIES AND LOG FILES**

PMET does not collect any personal data from Users whilst they visit and browse the PMET's and/or its Third Parties Sites. When Users access the PMET's Site, PMET records their visits only. The Site's server software will also record the domain name, server, and address and track the pages Users visit and store such information in "cookies", and gather and store information such as internet protocol (IP) addresses, browser type, referring/exit pages, operating system, date/time stamp, and clickstream data, in log files. All these are done without the Users being aware that they are occurring.

PMET does not link the information and data automatically collected in the above manner. PMET generally uses such automatically collected information and data to estimate the audience size of the Site, gauge the popularity of various parts of the Site, track Users' movements, measure Users' traffic patterns and administer the Site.

## **LINKS TO OTHER WEBSITE**

No method of transmission over the Internet, or method of electronic storage, is 100% secured. The Site may provide links to other websites which are not owned or controlled by PMET. Personal data from Users may be collected by Third Parties on these other websites when Users visit such websites and make use of the services provided therein. Where and when Users decide to click on any advertisement or hyperlink on the Site which grants Users access to another website, the protection of Users' personal data which are deemed to be private and confidential may be exposed in these other websites.

Non-registered Users who gain access to the Site via their accounts in online social networking tools (including but not limited to Facebook, Twitter etc..) are deemed to have consented to the terms of this Privacy Statement, and such Users' personal data which they have provided to those networking tools may be obtained by PMET and be used by PMET and its authorized persons in and outside of the User's country for the purpose of providing services and marketing materials to the Users. PMET and its authorized personnel may gain access and use the personal data of such Users so obtained, subject to the other provisions of this Privacy Statement.

Users are reminded that this Privacy Statement grants no protection to Users' personal data that may be exposed on websites other than the PMET's Site, and PMET is not responsible for the privacy practices of such other websites. Users are strongly recommended to refer to the privacy policies of such other websites before using those websites.

## **LIMITATION OF LIABILITY**

Under no circumstances, will PMET be liable for any of the following losses or damage whether such losses were foreseen, foreseeable, known or otherwise.

1. Loss of opportunity,
2. Loss of goodwill or injury to reputation,
3. Loss suffered by Third Parties, and/or
4. Any indirect, consequential, special or exemplary damages arising from the use of PMET's site and/or services regardless of the form of action.

# PMET Strategy Resources Pte Ltd

Employment Agency Number: 07C3290

## **CHANGE IN PRIVACY STATEMENT**

PMET reserves the right to update, revise, modify or amend this Privacy Statement at any time deems necessary, Users are strongly recommended to review this Privacy Statement frequently @ PMET's website.

## **GENERAL**

In the event that any provision of this Privacy Statement prove illegal, unlawful and/or unenforceable, the remaining provision of this Privacy Statement shall remain in full force and effect but PMET shall attempt in good faith to replace the offending provision and thereby redefine PMET respective obligation.

This Privacy Statement are subject to copyright of PMET and it shall be governed and construed in accordance with the Laws of Singapore.

## **ENQUIRIES**

If Users have questions or concerns regarding this Privacy Statement, User should contact PMET's Compliance Officer at telephone number 6252 9932 or email [enquiry@pmet.com.sg](mailto:enquiry@pmet.com.sg) for assistance.

### **PMET Strategy Resources Pte Ltd**

Block 2 Balestier Road 04-649  
Balestier Hill Shopping Centre  
Singapore 320002

**PMET, first connection with your prospective employer.**