

# Privacy Notice

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## 1. Introduction

Quinlan Moore Asia Pte Ltd is committed to protecting the personal data of our candidates, clients and other individuals in accordance with the Personal Data Protection Act 2012 of Singapore.

This Privacy Notice explains how we collect, use, disclose and process personal data.

## 2. Personal Data We Collect

We may collect and process the following types of personal data:

- Identification details (e.g. name, contact details)
- Employment and professional information (e.g. CV, qualifications, work history)
- Compensation information (e.g. salary, benefits expectations)
- References and background information (where provided)
- Any other information you provide to us in connection with recruitment services

## 3. Purposes of Collection, Use and Disclosure

We may collect, use and disclose your personal data for the following purposes:

- Assessing suitability for employment opportunities
- Introducing candidates to clients and facilitating recruitment processes
- Communicating with candidates and clients regarding roles and applications
- Conducting reference checks (where appropriate)
- Managing our business operations and client relationships
- Complying with legal and regulatory requirements

## 4. Disclosure of Personal Data

We may disclose personal data to:

- Our clients (prospective employers)
- Service providers supporting our business operations
- Regulatory authorities where required by law

Where personal data is transferred outside Singapore, we will take reasonable steps to ensure it is protected to standards comparable to the PDPA.

## **5. Consent**

By providing your personal data to us, you consent to our collection, use and disclosure of your personal data for the purposes set out in this Privacy Notice.

You may withdraw your consent at any time by contacting us (see Section 9), subject to legal or contractual restrictions.

## **6. Accuracy**

You should ensure that all personal data provided to us is accurate and complete, and notify us of any changes.

## **7. Protection of Personal Data**

We take reasonable security arrangements to protect personal data from unauthorised access, collection, use, disclosure or similar risks.

## **8. Retention of Personal Data**

We retain personal data only for as long as it is necessary for business or legal purposes.

## **9. Access and Correction**

You may request access to or correction of your personal data by contacting us:

**Nick Moore, Executive Director**

[nick@quinlanmoore.com](mailto:nick@quinlanmoore.com)

+61 400 058 198

+44 7771 917 972

We may charge a reasonable administrative fee for access requests where permitted by law.

## **10. Updates to this Notice**

We may update this Privacy Notice from time to time. The latest version will be available on our website.