

TERM & CONDITIONS / PRIVACY POLICY

Business Edge Personnel Services Pte Ltd is committed to protecting your privacy and ascribes to the national privacy principles under the Privacy Act.

The following policy outlines how we will process all of your personal details in accordance with the Privacy Act. By using our web site -- www.businessedge.com.sg and sending any personal information, you are deemed to have read and accepted this Privacy Policy.

1. The Purpose of Data Collection

Business Edge Personnel Services Pte Ltd commits to using and storing the personal data collected in the recruitment system solely for recruitment purposes.

This means that applicants will be free to choose not to communicate personal data. However, in that event, it is important to note that if the information is essential for processing the request; their request may not be processed or may limit our ability to locate suitable employment for you.

2. Type of Personal Data Collected

Personal data is defined as information which allows to identify the applicants and which might make it possible to contact them. This includes, but not limited to:

- Surnames and names;
- Addresses;
- Telephone and fax numbers;
- Email addresses;
- Occupation and job title;
- Education details and employment history;
- Other personal or financial information such as bank account detail;
- Or any information making it possible to identify applicants (hereinafter referred as "Personal Data").

3. How we use your personal data

We, and/or third parties may process your personal data for various purposes including processing your job and/or visa applications, for recruitment, internal administration, applying for health insurance, payroll programs purposes, assessment of your ongoing performance and prospects and/or providing other services or activities as may be required and allowed under the law. We may share or disclose your personal data to our corporate clients, business partners and the service providers in the course of our business for the above purposes.

Your personal information may be disclosed to:

- Potential and existing clients of Business Edge;
- Other consultants at Business Edge in connection with possible employment opportunities;
- Any person or body with a lawful entitlement to obtain information.

Your details will not be disclosed to any person, body or organisation for any purpose other than the primary purpose of us holding your information, that being the securing of employment for you.

4. Contacting and liaising with you

We may contact you by the email or other means which you provide to us in order to:

- Advise you as to the progress of your application;
- Respond to a request for information or service;
- Provide you with updated information about our website, and
- Provide you with information about our services which you may find useful.

5. How we protect your information

Business Edge protects the security of your personal information. Your information is stored on secure servers that are protected in controlled environment. All of our employees and data processors, who have access to and are associated with the processing of personal data, are obliged to respect the confidentiality of your personal data.

No method of transmission over the internet, or method of electronic storage, is 100% secure. Guarantee of absolute security is not possible. You also play a significant role in protecting your personal information. Please protect and do not share your password. If you have any queries or concerns in this regard, please contact us at enquiry@businessedge.com.sg.

6. Accessing, correcting and deleting your personal data

Under the Personal Data Protection laws, you have the right to request access to, correct and/or update your personal data unless compliance of such request is specifically refused under the laws. If at any time you wish to change personal information that is inaccurate or out of date, please contact us by emailing us at enquiry@businessedge.com.sg and we will amend this record. If you wish to have your personal information deleted, please advise us in the same manner as referred to above and we will take all reasonable steps to delete it unless we need to keep it for legal reasons.

7. Your consent

By submitting your personal data, you hereby consent to our processing of your personal data pursuant to this Privacy Policy. Our commitment to be a leading provider of recruitment solutions services means that our business will continue to evolve as we introduce new services and features to our website. As a result, from time to time, our policies will be reviewed and may be revised. Business Edge reserves the right to change our privacy policy at any time and notify you by posting an updated version of the policy on our website. You are advised to read this Privacy Policy whenever you visit our website. Your continued access of our website and/or use of our services will signify your acceptance of the contents of this Privacy Policy and any subsequent changes made.

8. How to contact us

If you would like to contact us with regard to any inquiries, problems, complaints, to limit the processing of your personal data or to request access to, correction of and/or to update your personal data, or any further queries to our Privacy Policy, please contact us at:

Email: enquiry@businessedge.com.sg

Tel: 67454288

**** Please note that while all due care by us to comply with the provisions of the Personal Data Protection Act, we cannot be held liable for any offences that are not committed by us directly or indirectly as a data intermediary. By providing the aforementioned information or documents, you also confirm the accuracy and validity of such information or documents.**