

Dentons Rodyk & Davidson LLP – Job Applicant Data Protection Policy

This is the policy of Dentons Rodyk & Davidson LLP (“**Dentons Rodyk**”) for handling personal data collected from or about job applicants. In this policy, the terms “we”, “us” and “our” refer to Dentons Rodyk.

What personal data we collect

Personal data is data that can be used to identify a natural person. We collect personal data about you and other persons, such as persons who provide character references and your family members.

Examples of personal data include your name, nationality, date of birth, sex, contact details (address, email address, telephone numbers), NRIC, FIN or passport number, photograph, marital status, current occupation, health or medical records, character references and testimonials, and your image on CCTV and in photographs.

If you provide the personal data of anyone else, it means that you have obtained his/her consent to our collection, use and disclosure of his/her personal data for the purposes set out in this policy or that you validly give us such consent on his/her behalf.

Purposes for collection, use and disclosure of personal data

The personal data that we collect from you or about you is or may be collected, used and disclosed for the following purposes:

- assessing and processing your job application
- contacting you in respect of your job application
- validating all references provided and conduct screening and background checks
- conducting screens on you in order to comply with Dentons Rodyk’s obligations in respect of the prevention of money laundering and the financing of terrorism
- assessing you for other job openings in Rodyk
- complying with our internal policies, procedures and directives
- reviewing and improving our recruitment policies and processes
- research, planning, statistical analysis and policy development relating to human resource management
- if applicable, preparing for and arranging your relocation to Singapore in anticipation of employment, including making travel and accommodation arrangements and applying for an employment pass or work permit
- any other purposes relating to or arising out of the above

We may disclose the personal data collected from you or about you to third parties, whether located in Singapore or elsewhere, in order to achieve the purposes stated in this policy. Such third parties include:

- our service providers, contractors and agents, including those which provide administrative, data processing, computer or other services to us
- third parties that introduced or referred you to us or that you submit your job application to, including employment agencies, referral agencies, business introducers, online job portals or similar service providers

- regulatory authorities, any statutory bodies or public agencies for the purposes of complying with their respective requirements, policies and directives or to seek information about you
- medical clinics that conduct pre-employment medical examinations on you

In addition to the data you provide, we may obtain from third parties (including referees) further data relating to you which is relevant to your potential employment with us. In doing so, we may disclose your personal data to such third parties.

CCTV may be in operation in and around our premises as necessary in the interests of security.

We may also collect, use and disclose personal data where required or permitted by law for any purpose.

In order to achieve any of the purposes referred to above, we may need to transfer personal data outside Singapore. For example, this may happen if we have to contact someone outside Singapore for a reference. If we transfer personal data outside Singapore, we will ensure that such personal data is protected to a standard comparable to the protection accorded to personal data under the Personal Data Protection Act 2012 (No. 26 of 2012) of Singapore.

Retention of personal data

We will retain personal data for a reasonable period in accordance with our legal and business purposes. Personal data obtained from unsuccessful job applicants will usually be destroyed within one (1) year of rejection.

Access to and Correction of personal data

If you wish to correct or have access to your personal data, please contact us. See the “Who to contact” section below. We may charge a reasonable fee for processing a request for access to personal data.

Who to contact

If you have questions or concerns regarding your personal data or any aspect of this policy, please contact the firm’s Data Protection Officer, at sg.dpo@dentons.com

Amendments and updates

We may amend this policy from time to time and will make available the updated policy on our web site at [<https://dentons.rodyk.com/en/careers>]. Each time we collect, use or disclose personal data, the latest version of this policy in force at the time will apply.