



## PRIVACY POLICY FOR KAPLAN RECRUITMENT

*Last Updated: July 2016*

Kaplan Singapore is committed to protecting the privacy of our candidates and users of our website. We aim to provide a safe and secure user experience. We will ensure that the information you submit to us via our website or through any of our offices is only used for the purposes set out in this policy.

### COLLECTION AND USAGE OF INFORMATION

Kaplan Human Resources may collect your personal details, including but not limited to your name and contact details (together with your e-mail address) and other relevant information from your Curriculum Vitae. On occasions this may also include – sensitive personal information such as details of criminal convictions and ethnic origin. This information is collected, used and disclosed by us as follows:

- To assess your capabilities and qualifications for a job
- To match your details with job vacancies, to assist us in finding a position that is most suitable for you and to send your personal information (including sensitive personal information) to Hiring Departments for their review and shortlisting
- To contact you with regards to your job application
- To trusted third parties whom we have engaged to provide services that Kaplan requires, such as reference checks, qualification and background screenings. These third parties shall comply with similar and equally stringent undertakings of privacy and confidentiality as Kaplan Singapore

If you become an employee, consultant, or contractor, any personal information that you submit shall become a part of your file and may be used for other work-related purposes.

Your provision of personal data to us is voluntary. However, please recognize that if you choose not to provide us with the personal data we require, it may not be possible for us to contact you, process your application and/or consider you for employment.

You must ensure that the information provided by you does not contain material that is obscene, blasphemous, defamatory, infringing on any rights of any third party, or otherwise legally actionable by such third party. Finally to the extent that you submit information relating to any other person (including references/ referees and prior supervisors), please ensure that you have permission to submit such information.



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### TYPES OF INFORMATION

This Policy covers any personal information you submit through Kaplan's website as part of the job application or job search process, including but not limited to your name, contact information, password, curriculum vitae, resume, transcripts, citizenship/ nationality, gender, and any information relating to references. If you intend to provide us with details of a referee, prior supervisor or any other third party as part of your resume, it is your responsibility to obtain such third party's consent prior to furnishing their personal information to us.

### CORRECTION OF PERSONAL DATA

You may request for correction to any personal data we have collected about you. Please contact us regarding data correction.

We may be prevented by law from complying with your request, and may also decline your request if the law permits us to do so or if we no longer have your personal data.

### DATA RETENTION

Kaplan Singapore is required to retain information of candidates who apply for jobs in Kaplan. Personal data of candidates applying for jobs in other parts of the world will be retained in accordance with local law. We will retain information which you submitted to consider you for other jobs which you may be qualified. All candidates are encouraged to update their data as and when appropriate.

### SECURITY

Kaplan Singapore will take all appropriate steps to secure your personal information.

### CHANGES TO THE POLICY

We reserve the right to modify this Policy and any modifications shall be effective immediately upon posting. You can determine when this Policy was last revised by referring to the "Last Updated" section at the top of the Policy.

Each time you contact, interact, transact or deal with us, you acknowledge and agree that our latest privacy policy shall apply to you.

### QUESTION

If you can't find what you are looking for here, or have a concern about our use of your personal data, please contact Kaplan Human Resources at (+65)6-733-1877. We will respond to your requests in accordance with applicable law.