

## JOB APPLICANT PRIVACY POLICY

1. This Job Applicant Privacy Policy provides information on the purposes for which and/or how OUE Restaurants Pte. Ltd. ("**OUE**", "**Organisation**", "**We**", "**Us**", "**Our**") collects, uses, discloses and/or processes personal data of job applicants. It applies when we contact you for job opportunities, when you apply for a job offered by us or when you interact with us for a job, whether through our online recruitment platform or otherwise; join our recruitment events; or otherwise interact with us as a candidate or job applicant (together, your "**Application**").
2. If you have any questions about this Job Applicant Privacy Policy, you can contact us using the contact details set out at the end of this Job Applicant Privacy Policy in the "Contacting us" section.

### What information does OUE process?

3. In dealing with the recruitment process, OUE will/may collect various personal data about you, whether from your Application (electronically, in writing, or verbally) or otherwise, such as but not necessarily limited to:
  - Profile: name, address and contact details, including email address and telephone number(s);
  - Resume/CV: details of your education, qualifications, skills, experience and employment history;
  - Salary/Compensation and Benefits: information about your expected level of remuneration, including benefit entitlements;
  - Disability Status: whether or not you have a disability for which OUE needs to make reasonable adjustments during the recruitment process;
  - Residency and Right to Work Status: information as required depending on the jurisdiction;
  - Interview Notes: questions and answers provided by you at interview stage, and notes produced by interviewers.
4. If your Application is successful and OUE makes you an offer of employment, this offer will be conditional on receipt of further information (from and about you) being satisfactory. We may then provide you with an employee consent statement dealing with the processing of your personal data as an employee, for your endorsement.

### Who has access to the data?

5. Your personal data may be shared internally with HR, the recruitment team and managers in the business area to which your Application relates, and the management of the Organisation. Further details about who we share your personal data with are set out at paragraph 7 below.

### Purposes of processing of your personal data

6. We will/may collect, use, disclose and/or process your personal data for one or more of the following purposes:
  - (a) facilitating, processing, dealing with, administering, and/or managing your Application, or your application for employment with us or any Group Entity ("**Group Entity**" means OUE or any of its affiliates, related corporations and associated companies);

- (b) carrying out your instructions (which we reserve our rights as to whether to act upon or not) or responding to any enquiry given by (or purported to be given by) you or on your behalf;
- (c) contacting you or communicating with you via phone/voice call, text message and/or fax message, email and/or postal mail for the purposes of administering and/or managing your Application such as but not limited to communicating with you for administrative matters, sending you correspondence. You acknowledge and agree that such communication by us could be by way of the mailing of correspondence, documents or notices to you, which could involve disclosure of certain personal data about you to bring about delivery of the same as well as on the external cover of envelopes/mail packages;
- (d) carrying out due diligence or other screening activities (including background checks) in accordance with legal or regulatory obligations (whether based on Singapore law or non-Singapore law) which OUER and/or any of its affiliates/related corporations is expected or required to comply with or our (including our affiliates'/related corporations') risk management procedures that may be required by law (whether Singapore or a non-Singapore law) or that may have been put in place by us or our affiliates/related corporations;
- (e) to prevent or investigate any fraud, unlawful activity or omission or misconduct, whether relating to your Application or any other matter arising from, dealing with or related to your interaction with us, and whether or not there is any suspicion of the aforementioned;
- (f) complying with or as required by any applicable law, governmental or regulatory requirements of any relevant jurisdiction, as well as rules, guidelines or notices issued by applicable regulatory authorities of any relevant jurisdiction, including meeting the requirements to make disclosure under the requirements of any law binding on us or any of our affiliates/related corporations and for the purposes of any guidelines issued by regulatory or other authorities, whether in Singapore or elsewhere, with which we or any of our affiliates/related corporations are expected to comply, and/or complying with OUER's internal policies;
- (g) complying with or as required by any request or direction of any governmental authority (whether Singapore or non-Singapore) issued to us or any of our affiliates/related corporations; or responding to requests for information from public agencies, ministries, statutory boards or other similar authorities (whether Singapore or non-Singapore) (including but not limited to the Ministry of Manpower, Ministry of Defence, Immigration and Checkpoints Authority and Ministry of Health);
- (h) dealing with immigration related matters and/or employment pass/permit/licence matters. In this regard, this includes but is not limited to disclosing to the relevant government authorities (including Singapore government authorities or non-Singapore government authorities) details about your status for immigration related and/or employment pass/permit/licence matters. Without limiting the generality of the aforesaid, in the case where you are a foreigner coming to Singapore or in the case where you are being considered for work overseas, we may/will need to collect, use and disclose your personal data from/for dealing with/to such government authorities;
- (i) dealing with, handling and/or conducting disciplinary, security and/or quality assurance processes, matters and/or arrangements. Without prejudice to the generality of the aforesaid, we wish to bring to your attention that there are surveillance cameras installed

throughout the premises of our offices for security reasons and you acknowledge that your personal data will be collected by such cameras and processed by us consequently;

- (j) conducting research, analysis and/or development activities (including but not limited to data analytics, surveys and/or profiling) for benchmarking or assessing the competitiveness of our remuneration package or the remuneration packages/policies of any of our affiliates/related corporations, that may be offered to an applicant or candidate;
- (k) responding to and/or dealing with legal process, pursuing legal rights and remedies, defending litigation or claims and managing any complaints or claims;
- (l) record-keeping purposes and producing statistics and research for internal and/or statutory reporting and/or record-keeping requirements, whether of OUER and/or its related corporations or affiliates;
- (m) OUER and/or OUER's group of companies' reporting purposes including but not limited to reporting on salary; or reporting to OUER shareholders or related corporations on matters dealing with OUER's business, performance and/or staff matters, staff requirements, staff statistics, staff performance. ("**OUER's group of companies**" means OUER and any and/or all of its affiliates, related corporations and associated companies);
- (n) storage, hosting, back-up and/or disaster recovery, of your personal data;
- (o) dealing with references or reference checks (or opinions) pertaining to you. In this regard, you agree that we may obtain personal data, references or opinions or reference checks, about you, from various sources or third parties without any need for your further consent, to determine your suitability for employment; and
- (p) facilitating, dealing with and/or administering external audit(s) or internal audit(s) of the business(es), transactions, processes, policies, practices and/or systems of OUER and/or that of its affiliates/related corporations.

(collectively, the "**Purposes**").

7. We may need to disclose your personal data to third parties, whether located within or outside Singapore, for one or more of the above Purposes, as such third parties would be processing your personal data for one or more of the above Purposes. In this regard, you hereby acknowledge, agree and consent that we may/are permitted to disclose your personal data to such third parties (whether located within or outside Singapore), for one or more of the above Purposes and for the said third parties to subsequently collect, use, disclose and/or process your personal data for one or more of the above Purposes. Without limiting the generality of the foregoing or of paragraph 6, such third parties include:

- (a) our shareholders, associated or affiliated organisations or related corporations;
- (b) any of our (or any of our affiliates'/related corporations') agents, contractors or third party service providers who process your personal data on our (or any of our affiliates'/related corporations') behalf including but not limited to those which provide administrative or other services to us such as mailing houses, telecommunication companies, data storage or hosting companies, data centres;
- (c) OUER's (or OUER's associated corporations' or related corporations') professional advisors or service providers;

- (d) legal process participants and their advisors;
- (e) public and governmental / regulatory authorities, statutory boards, industry associations, whether Singapore or non-Singapore; and/or
- (f) third parties which are receiving your personal data for one or more of the Purposes.

### **Processing of Information without your consent**

- 8. For the avoidance of doubt, in the event that Singapore personal data protection law or other Singapore law permits an organisation such as OUER to collect, use or disclose your personal data without your consent, such permission granted by the law shall continue to apply. This will be the case notwithstanding that you may have withdrawn your consent or notwithstanding that you have not given us consent to the same.

### **For how long does OUER keep data?**

- 9. Pursuant to Singapore's personal data protection law, we will cease to retain your personal data by anonymising or securely destroying your personal data as soon as it is reasonable to assume that the purpose for which that personal data was collected is no longer relevant and continued retention is no longer necessary for legal or business purposes of OUER.

### **Security**

- 10. OUER takes the security of your data seriously. OUER maintains appropriate physical, technical and administrative security measures with a view to protecting personal data against theft, accidental loss, unauthorised alteration, unauthorised or accidental access, processing, erasure, loss, disclosure or copying, and/or accidental or unlawful destruction.
- 11. Depending on the online application platform we utilise, you may be required to open an account. In such a case, you may be required to create your own unique password or you may be provided with a password allowing access to the online application platform. Hence, if the online application platform requires the foregoing, you will be responsible for safeguarding your password and keeping it confidential, and you undertake not to allow it to be used by third parties.

### **Your rights**

- 12. You have rights in relation to your personal data we process. These rights may depend on your location. They may include: access; correction; and withdrawal of consent to processing (if relevant). OUER may need to request specific information from you to help it confirm your identity and ensure your right to access the information (or to exercise any of your other rights).
- 13. If you would like to exercise any of these rights, or wish to raise a complaint about how your personal data is processed, please contact OUER using the contact details set out at the end of this Job Applicant Privacy Policy in the "Contacting us" section.

### **Contacting Us**

- 14. If you have any queries, comments or requests regarding this Job Applicant Privacy Policy or you would like to exercise any of your rights set out above, you can email [dpo@ouerestaurants.com](mailto:dpo@ouerestaurants.com).