



# **DATA PROTECTION NOTICE FOR EMPLOYEES**

## NOTES AND INSTRUCTIONS FOR USE OF THIS GENERATED TEMPLATE NOTICE

1. An organisation that wishes to use the generated template notice should ensure that the policies and processes described are aligned with its own internal policies and processes.
2. Do review the generated template notice (inputs provided are highlighted in yellow) and confirm whether it meets the organisation's requirements and whether any additional or alternative clauses may be required.
3. The generated template notice is crafted broadly for general use and purposes, but may be adapted by the organisation to suit a more specific use and purpose, such as for publication on its letter of appointment or employee handbook.
4. Use of the generated template notice does not mean that an organisation will be in compliance with the Personal Data Protection Act 2012 ("PDPA") (or any other law). An organisation is encouraged to seek professional legal advice if it is uncertain of its obligations under the PDPA or if it requires assistance with the drafting of such a Notice for its particular purposes and context.
5. Please refer to the advisory guidelines published by the PDPC at [www.pdpc.gov.sg](http://www.pdpc.gov.sg) for more information about the PDPA and its requirements.

## DATA PROTECTION NOTICE FOR EMPLOYEES

This Data Protection Notice ("**Notice**") sets out the basis upon which IT EASY CO PTE LTD ("**we**", "**us**" or "**our**") may collect, use, disclose or otherwise process personal data of employees in accordance with the Personal Data Protection Act ("**PDPA**"). This Policy applies to personal data in our possession or under our control, including personal data in the possession of organisations which we have engaged to collect, use, disclose or process personal data for our purposes.

### APPLICATION OF THIS NOTICE

1. This Notice applies to all persons engaged in a contract of service with us (whether on a part-time, temporary or full-time basis) and interns working at or attached to us (collectively referred to as "**employees**"), and all references to "**employment**" shall apply equally to internships (as may be applicable).

### PERSONAL DATA

2. As used in this Notice, "**personal data**" means data, whether true or not, about an employee who can be identified: (a) from that data; or (b) from that data and other information to which we have or are likely to have access.
3. Personal data which we may collect in the context of your employment with us includes, without limitation, your:
  - (a) Name or alias, gender, NRIC/FIN or passport number, date of birth, nationality, and country and city of birth;
  - (b) Mailing address, telephone numbers, email address and other contact details;
  - (c) Employment and training history;
  - (d) Salary information and bank account details;
  - (e) Details of your next-of-kin, spouse and other family members;
  - (f) Work-related health issues and disabilities;
  - (g) Records on leave of absence from work;
  - (h) Photographs and other audio-visual information; and
  - (i) Any additional information provided to us by you as a job applicant (that is, prior to being engaged as an employee).
4. Other terms used in this Notice shall have the meanings given to them in the PDPA (where the context so permits).

### COLLECTION, USE, NEW PURPOSE, DEVIATION OF PURPOSE AND DISCLOSURE OF PERSONAL DATA

Choice of Collection: You have the right to decide whether to provide your personal data to FAITH INTERNATIONAL PTE. LTD. However, without the necessary data, we may not be able to proceed with or continue your employment, or provide certain employment-related benefits. Consent for the collection, use, and disclosure of personal data will be sought before processing, unless an exception applies under the Personal Data Protection Act (PDPA).

**Exception to Consent Requirement:** In specific situations permitted by the PDPA or other applicable laws, we may collect, use, or disclose your personal data without your consent, such as:

- Emergencies threatening the life, health, or safety of any individual.
  - Situations where it is necessary in the national interest.
  - For any investigation or legal proceedings.
5. We generally collect personal data that (a) you knowingly and voluntarily provide in the course of or in connection with your employment or job application with us, or via a third party who has been duly authorised by you to disclose your personal data to us (your “**authorised representative**”, which may include your job placement agent), after (i) you (or your authorised representative) have been notified of the purposes for which the data is collected, and (ii) you (or your authorised representative) have provided written consent to the collection and usage of your personal data for those purposes, or (b) collection and use of personal data without consent is permitted or required by the PDPA or other laws. We shall seek your consent before collecting any additional personal data and before using your personal data for a purpose which has not been notified to you (except where permitted or authorised by law).
6. Your personal data will be collected and used by us for the following purposes and we may disclose your personal data to third parties where necessary for the following purposes:
- (a) performing obligations under or in connection with your contract of employment with us, including payment of remuneration and tax;
  - (b) all administrative and human resources related matters within our organisation, including administering payroll, granting access to our premises and computer systems, processing leave applications, administering your insurance and other benefits, processing your claims and expenses, investigating any acts or defaults (or suspected acts or defaults) and developing human resource policies;
  - (c) managing and terminating our employment relationship with you, including monitoring your internet access and your use of our intranet email to investigate potential contraventions of our internal or external compliance regulations, and resolving any employment related grievances;
  - (d) assessing and evaluating your suitability for employment/appointment or continued employment/appointment in any position within our organisation;
  - (e) performing obligations under or in connection with the provision of our goods or services to our clients; and
  - (f) facilitating our compliance with any laws, customs and regulations which may be applicable to us.
  - (g) When new purposes for data use or disclosure are identified, the IT EASY CO PTE LTD ensures individuals are notified and their consent obtained before proceeding. This is done through updated privacy policies and direct communications.
7. The purposes listed in the above clauses may continue to apply even in situations where your relationship with us (for example, pursuant to a contract) has been terminated or altered in any way, for a reasonable period thereafter (including, where applicable, a period to enable us to enforce our rights under any contract with you).

8. After the lapse of the opt-out period, you may notify us that you no longer wish to consent to the purposes for which your consent was deemed by notification by withdrawing your consent for the collection, use or disclosure of your personal data in relation to those purposes.
9. To minimise / eradicate derivation of purpose, implement mechanisms like data audits, tracking data use, and regular review of consent to mitigate the risk of deviations from the intended purpose. Ensuring that employees handling personal data are trained and aware of data usage policies can help prevent accidental misuse or deviation from the stated purpose
10. Transparency in New Data Use, Any deviation should prompt an immediate communication with affected individuals, explaining the reason for the change and seeking their explicit consent.
11. Address deviation of purpose within the DP notice.

#### **WITHDRAWING YOUR CONSENT**

12. The consent that you provide for the collection, use and disclosure of your personal data will remain valid until such time it is being withdrawn by you in writing. You may withdraw consent and request us to stop collecting, using and/or disclosing your personal data by submitting your request in writing or via email to our Data Protection Officer at the contact details provided below. Please note that withdrawing consent does not affect our right to continue to collect, use and disclose personal data where such collection, use and disclose without consent is permitted or required under applicable laws.
13. Upon receipt of your written request to withdraw your consent, we may require reasonable time (depending on the complexity of the request and its impact on our relationship with you) for your request to be processed and for us to notify you of the consequences of us acceding to the same, including any legal consequences which may affect your rights and liabilities to us. In general, we shall seek to process your request within thirty (30) business days of receiving it.
14. Please note that depending on the nature and extent of your request, we may not be in a position to continue the employment contract (as the case may be). We shall, in such circumstances, notify you before completing the processing of your request (as outlined above) should you decide to withdraw the consent.

#### **ACCESS TO AND CORRECTION OF PERSONAL DATA**

15. If you wish to make (a) an access request for access to a copy of the personal data which we hold about you or information about the ways in which we use or disclose your personal data, or (b) a correction request to correct or update any of your personal data which we hold, you may submit your request in writing or via email to our Data Protection Officer at the contact details provided below.
16. Please note that a reasonable fee may be charged for an access request. If so, we will inform you of the fee before processing your request.

17. We will respond to your request as soon as reasonably possible. In general, our response will be within ten (10) business days. Should we not be able to respond to your access request within ten (10) days after receiving your access request, we will inform you in writing within thirty (30) days of the time by which we will be able to respond to your request. If we are unable to provide you with any personal data or to make a correction requested by you, we shall generally inform you of the reasons why we are unable to do so (except where we are not required to do so under the PDPA).
18. Please note that depending on the request that is being made, we will only need to provide you with access to the personal data contained in the documents requested, and not to the entire documents themselves. In those cases, it may be appropriate for us to simply provide you with confirmation of the personal data that our organisation has on record, if the record of your personal data forms a negligible part of the document.
19. In case of rejection on the access and correction request of the data requested, the requester can still appeal to the DPO of IT EASY CO PTE LTD .

#### **PROTECTION OF PERSONAL DATA**

20. To safeguard your personal data from unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks, we have introduced appropriate administrative, physical and technical measures such as minimised collection of personal data, encryption of data, data anonymisation, up-to-date antivirus protection, regular patching of operating system and other software, securely erase storage media in devices before disposal, web security measures against risks, usage of one time password(otp)/2 factor authentication (2fa)/multi-factor authentication (mfa) to secure access, and security review and testing performed regularly
21. You should be aware, however, that no method of transmission over the Internet or method of electronic storage is completely secure. While security cannot be guaranteed, we strive to protect the security of your information and are constantly reviewing and enhancing our information security measures.

#### **ACCURACY AND COMPLETENESS OF PERSONAL DATA**

22. We generally rely on personal data provided by you (or your authorised representative). In order to ensure that your personal data is current, complete and accurate, please update us if there are changes to your personal data by informing our Human Resource Department or Data Protection Officer in writing or via email at the contact details provided below.
23. IEC's HR shall email to all employees to ask for any changes in the personal details once a year for accuracy and completeness of personal information and employees are supposed to acknowledge the email within three days.

#### **RETENTION OF PERSONAL DATA**

24. We may retain your personal data for as long as it is necessary to fulfil the purposes for which they were collected, or as required or permitted by applicable laws.

25. We will cease to retain your personal data, or remove the means by which the data can be associated with you, as soon as it is reasonable to assume that such retention no longer serves the purposes for which the personal data were collected, and are no longer necessary for legal or business purposes.
26. Retention period of personal data will be for a period of 5 years once the employee has left the organisation.

#### **TRANSFERS OF PERSONAL DATA OUTSIDE OF SINGAPORE**

27. We generally do not transfer your personal data to countries outside of Singapore. However, if we do so, we will obtain your consent for the transfer to be made and will take steps to ensure that your personal data continues to receive a standard of protection that is at least comparable to that provided under the PDPA.

#### **DATA PROTECTION OFFICER**

28. You may contact our Data Protection Officer if you have any enquiries or feedback on our personal data protection policies and procedures; or if you wish to make any request, in the following manner:

Name of DPO : Jin Chengzhi  
Contact No. : 91018933  
Email Address : george@iteasyco.com  
Address : 246 woodlands Industrial Park E5, wood lands Bizhub, Singapore 757305.

#### **EFFECT OF NOTICE AND CHANGES TO NOTICE**

29. This Notice applies in conjunction with any other policies, notices, contractual clauses and consent clauses that apply in relation to the collection, use and disclosure of your personal data by us. Notice will be notified within 1 day of change(s). Notice needs to be acknowledged within the next working day.
30. We may revise this Notice from time to time without any prior notice. You may determine if any such revision has taken place by referring to the date on which this Notice was last updated. Your continued employment and participation in our recruitment process constitute your acknowledgement and acceptance of such changes.

Effective date : 15/10/2025

Last updated : 15/10/2025

#### **EMPLOYEE ACKNOWLEDGEMENT**

I, \_\_\_\_\_ (Employee Name), acknowledge that I have received, read, and understood the Data Protection Notice for Employees issued by IT EASY CO PTE LTD.

I agree to the Company collecting, using, and disclosing my personal data for all purposes related to my employment, including administration, payroll, benefits, performance evaluation, training, and compliance with applicable laws and regulations, in accordance with the Company's Data Protection Policy.

I confirm that I have obtained consent from my referees and/or any other third parties whose personal data I have provided, for the Company to collect, use, and disclose their personal data for the stated purposes.

**Employee Signature:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_