Alpha
Consulting Engineers Pte Ltd
2 BUKIT MERAH CENTRAL #16-00 SINGAPORE 159835
TEL: (65) 6276 2228 FAX: (65) 6276 9929 E-MAIL: ace@alpha.com.sg
WEBSITE: www.alpha.com.sg COMPANY REGN NO. 199407965N

PRIVACY AND DATA PROTECTION POLICY

(PERSONAL DATA PROTECTION ACT 2012)

Alpha Consulting Engineers Pte Ltd (hereinafter referred to as "ACE", "Us", "Our" and "We") recognizes its obligations under the Personal Data Protection Act 2012 (the "PDPA") in respect of the Personal Data that we collect, use and disclose for the purpose which an individual has given consent to.

1. Collection of Personal Data

1.1 Personal Data includes any data about an individual which can be used to personally identify you, including but not limited to:

1.1.1 Your personal information such as your name, NRIC/FIN/Passport or other identification number, date/place of birth, marital status, gender, bank account details;

1.1.2 Your contact information such as residential/postal address, email address, telephone numbers;

1.1.3 Your past and present employment information such as company name, designation, details of salary and benefits, performance appraisals and salary reviews;

1.1.4 Your past and present academic qualifications such as schools attended, courses of study, period of study and academic results.

1.2 ACE may collect your Personal Data without your consent if the circumstances fall within the Second Schedule of the PDPA.

1.3 Where you have provided us Personal Data relating to a third party, such as information of your dependent(s), spouse, children, siblings and/or parent(s) and where applicable, you will have to ensure that you have obtained the permission and authority to provide us such data.

1.4 Your Personal Data may have been collected directly from you, and/or third parties and/or from any other sources publicly available and over time through our relationship with you.

1.5 We may receive and/or retain your Personal Data in various forms which include in writing, electronically or verbally.

2. Purpose of Collection of Personal Data

2.1 ACE uses your Personal Data for various purposes such as personnel/employee administration, work and general business management purposes including but not limited to the following:

2.1.1 For internal record keeping as may be required by law or under relevant regulatory bodies;

2.1.2 To contact or communicate with you or send general or specific notices relating to your employment;

2.1.3 To administer, including but not limited to, payroll and employee benefits, such as medical insurances, personal accident insurance and travel insurance;

2.1.4 To administer and maintain personnel records, such as recruitment, termination and succession planning;

2.1.5 For budget planning, paying and reviewing salary and other remuneration and benefits;

2.1.6 To process performance appraisals and reviews:

2.1.7 In relation to your registration for professional development courses, training courses, events, seminars, workshops, conferences or other educational purposes;

2.1.8 To maintain medical leave and other absence records, including any medical report which is provided to ACE;

2.1.9 For reporting of work related injury and illness;

2.1.10 For auditing, internal investigations, compliance, risk management, conflict of interest reporting and security processes;

2.1.11 To defend or extend any of our rights as an employer;

2.1.12 To comply with any law, legal requirements, orders, directions or requests from any court, authority or government body of any jurisdiction, which may be within or outside Singapore;

2.1.13 For any financial background or credit check; and

2.1.14 For any other employment purposes that are incidental or ancillary or in furtherance to the above purposes which are not specifically mentioned above.

2.2 Notwithstanding the above, ACE may use your Personal Data without your consent if the circumstances fall within the Third Schedule of the PDPA.

3. Disclosure of Personal Data

3.1 ACE shall not disclose your Personal Data to any third party without your consent except:

3.1.1 To our business partners, clients and third party service providers such as the insurers, medical professionals and institutions;

3.1.2 To the extent permitted by law, to any third party credit search agency including but not limited to Insolvency & Public Trustee's Office, Credit Bureau Singapore Pte Ltd, DP Credit Bureau Pte Ltd;

3.1.3 To any financial institution in connection with your loan/financing application required or requested by you;

3.1.4 Required or requested by industry associations, regulators, law enforcement and government agencies;

3.1.5 Lawfully permitted or required under the law or in relation to any order or judgement of a court;

3.1.6 Required for the purpose of prevention of crime, illegal/unlawful activities or fraud or for the apprehension or prosecution of offenders or for an investigation relating to any of these;

3.1.7 Required to protect our rights and defend us and our property; and

3.1.8 Required or requested by you.

3.2 Notwithstanding the above, ACE may disclose your Personal Data without your consent if the circumstances fall within the Fourth Schedule of the PDPA.

4. Transfer of Personal Data outside Singapore

Where it is necessary for ACE to transfer your Personal Data outside of Singapore, we shall take reasonable steps to ensure that any such overseas entities are contractually bound not to use your Personal Data for any reason other than the purpose they are contracted by us to provide and to adequately safeguard your Personal Data.

5. Security of Personal Data

5.1 ACE protects your Personal Data by ensuring that we have sufficient security measures in place and shall ensure that your Personal Data is stored and handled in such a way as to prevent any unauthorized disclosure.

5.2 ACE shall take all reasonable action to prevent unauthorized use, access or disclosure and to protect the confidentiality of your Personal Data in connection with the purpose for which it has been disclosed to or has been collected by us.

5.3 Whilst ACE strives to protect your Personal Data, we cannot guarantee the security of any Personal Data that we may have collected from or about you, or that no harmful code will enter our web sites and computer systems.

6. Retention of Personal Data

6.1 ACE shall not retain your Personal Data longer than is necessary for the fulfillment of the purposes for which it was processed unless such retention is necessary for us to discharge any regulatory function, under any law or in relation to any order or judgement of a court.

6.2 ACE shall take reasonable steps to ensure that all Personal Data is permanently removed, deleted or erased, if it is no longer required for the purpose for which it was processed.

7. Withdrawal of Consent to the Collection, Use and Disclosure of Personal Data

You may withdraw your consent to any use or disclosure of your Personal Data by submitting the 'Withdrawal of Consent Form' to our Data Protection Officer via email at DPO@alpha.com.sg. Our Data Protection Officer will contact you on your request to withdraw consent within 30 days upon receiving the request.

8. Access of Personal Data

8.1 You may request access to your Personal Data records by writing to our Data Protection Officer at DPO@alpha.com.sg. Our Data Protection Officer will contact you on your request within 30 days upon receiving the request.

8.2 ACE may refuse or deny you from accessing your Personal Data records if the circumstances fall within the Fifth Schedule of the PDPA and/or if it would reveal the Personal Data of another individual.

9. Correction of Personal Data

9.1 You should ensure that all Personal Data that has been submitted to ACE is current, complete and accurate.

9.2 You have the right to correct any error in your Personal Data. If you would like to update and/or correct your Personal Data which you have previously provided to ACE, you can write to our Data Protection Officer at DPO@alpha.com.sg. Our Data Protection Officer will contact you on your request within 30 days upon receiving your request.

9.3 ACE need not accede to a Correction Request if the circumstances fall within the Sixth Schedule of the PDPA.

10. Updates to Privacy and Data Protection Policy

ACE may amend this Privacy and Data Protection Policy from time to time. The updated version shall apply and supersede any and all previous versions. In the event of a policy amendment, employees will be notified.

11. Enquiries

For any enquiries, concerns, complaints or requests in relation to this Privacy and Data Protection Policy, please contact our Data Protection Officer via email at DPO@alpha.com.sg.