

Privacy Policy

Talentreq Partners Pte Ltd is committed to protecting your privacy and adheres to the Singapore Personal Data Protection Principles.

The following policy outlines how we will process your personal details. By using our services and web site – www.talentreq.com and sending us any personal information, you are deemed to have read, understood and accepted this Privacy Policy. You authorise Talentreq Partners Pte Ltd to process, review, store and handle your personal data for the purpose set out as below; and the information you provide is complete and accurate at the time of submission and in order to facilitate future job applications you will provide updates or amendments to work history and job status accordingly.

Collection of information

Personal details we will collect from your application includes information such as email address, name, telephone number, education, employment history, skills, motivations, references as well as your resume. This list, however, is non-exhaustive and is open to change. We can provide a copy of your personal information which we retain should you request it. If you request us to delete your information from our database, we will do so.

Use and disclosure of personal information

In some circumstances, we may collect personal and sensitive information. This personal and sensitive information will be used in conjunction with your actual or possible work placement as well as our assessment of your ongoing performance and prospects. As mentioned above, this information might include:

- Results of inquiries that we might make of your former employers, work colleagues, professional associations or registration body;
- Results of any competency or medical tests/assessments;
- Performance feedback;
- Additional information about you which you have provided to us.

Your personal information may be disclosed to:

- Potential and actual employers and clients of Talentreq Partners;
- Other staff within Talentreq Partners in relation to possible employment opportunities;
- Any person or body with a lawful entitlement to obtain information.

Your details will not be disclosed to any person, body or organisation for any purpose other than the primary purpose of us securing employment for you.

Do note that in some rare cases, we may not be able to disclose the name of the organisation until you have been shortlisted and invited for an interview because the recruitment is confidential. If this arises, you will be given the opportunity to decide whether to proceed with the application upon shortlisted.

In any event, we stress with all our clients that your application is treated with the strictest confidence and discretion.

We may retain and use information collected for research, benchmarking, studies, trend analysis and to improve and enhance our services or develop and market new services.

Contacting you

We may contact you by phone, email or other address which you provide to us in order to:

- Respond to a request for information or a product or service;
- Seek your permission to pass on your resume for a potential placement or employment opportunity;
- Advise you as to the progress of your application;
- Provide you with information about our products and services which you may find of use.

Updating and deleting your information

If at any time you wish to change personal information that is inaccurate or out of date, please contact us by emailing us at info@talentreq.com (with subject title "Update") and we will amend accordingly. If you wish to have your personal information deleted, please advise us in the same manner as referred to above and we will take all reasonable steps to delete it unless we need to keep it for legal reasons. If you no longer wish to be in our mailing list, please contact us in same manner (with subject title "Unsubscribe"). Kindly allow 7 days for any such request to be processed.

Storage and security

We will endeavour to take all reasonable steps to keep secure any information which we hold about you, and to keep this information accurate and up to date. Your information is stored on secure servers that are protected in controlled facilities. We require our employees and data processors to respect the confidentiality of any personal information held by us. Unfortunately, no data transmission over the internet can be guaranteed to be 100% secure, so we cannot give an absolute assurance that the information you provide to us will be secure at all times. We will not be held responsible for events arising from unauthorised access to your personal information.

Policy reviews

As we continue to expand and as business evolves, our policies will often be reviewed and may be revised from time to time. Talentreq Partners reserves the right to change its privacy policy at any time and shall notify you by posting any updates on our website.

If you have any further queries relating to our Privacy Policy, or you have a complaint, please contact us at info@talentreq.com