

Privacy Policy

Introduction

Greetings and thank you for using www.certifiedskilledworkers.global (the “Website”) as your portal for employment services. Our Website is operated by HUMAN CAPITAL PROJECT MANAGEMENT (the “Company”). This Privacy Policy (the “Policy”) lays out the basis by which the Company collects, uses and discloses personal and/or professional or employer information obtained from you when using the Website. This Policy is effective from 1st October 2020. www.certifiedskilledworkers.global is an online recruitment platform for certified skilled workers searching for employment; and for employers trying to recruit certified skilled workers for their employment needs. By visiting the Website, and/or by using any services provided via the Company, from anywhere in the world (the “Territory”), you expressly agree to be bound by the terms of this Policy, which includes consenting to its collection, use and disclosure of your information in accordance with the terms of this Policy. The Company may amend this Policy at any time without notice, and such amendments become effective from the date upon which the Company makes them available on the Website. If you do not agree to the Policy (including any amendments), then you can immediately opt out by ceasing to use the Website.

Your Information

The Company will collect from you information that will put you in a good light in front of your potential Employer. This information can be personal and/or professional information and General Information.

- **Personal / Professional / Employer Information / Certified Skilled Worker:**

The data you provide us like data keyed into the Website, emails sent to the Company will be stored and processed to help you to increase your chance of securing your next job. You may provide information like your name, phone number, address, email address, and other such ‘Personal Information’ through the profile page on the Website. Through the Website, you can fill in your ‘Professional Information’ like job title, education, experience, skills and certificates in hand. The more details you can

provide to the Company, the better we can profile you to your potential new Employer and increase your chance of success for an employment opportunity.

- **General Information**

The Company may also collect general information from you such as IP address, the date and time you use the Website and length of time you use the Website. You need to provide us with at least your name, email address and/or mobile number and a password to create an account. You also need to agree to our Terms and Conditions and this Privacy Policy, which governs how we treat your information. Additionally, you can also provide other relevant information during the registration flow to help you build your profile. You comprehend that by creating an account, the Company and others can identify you by your profile. Please note that employers registered on www.certifiedskilledworkers.global will have access to your profile information that you have created when they search for certified skilled workers who are members on www.certifiedskilledworkers.global.

Collecting & Using Information

This website will only start collecting information from you when you register as a user and start to fill in your profile page. The information that you provide the Company will be used to provide you with a better service in improving our services and the Website; to communicate with you. If you have selected certified skilled workers from the Website or communicate with certified skilled – job seekers.

The Company uses your Personal Information and Professional Information for business related purposes only, like account registration on the Website, matching your information with the Employer requirements to better find a matching job for you. The Company also may share your Personal and Professional Information with the Employer, for the Employer to decide if they want to arrange an interview with you. Any information provided by you to the Company through the Website, emails and phone calls will be kept by the Company for the purpose of securing you an employment opportunity.

The Company uses General Information for the purpose of improving the Website to maintain the Website and make the Website more user friendly. Information collected will not point out individual users. General Information collected are used for the following purpose: tracking the generic way users use the Website, isolate and clarify the problem areas, troubleshooting the problem areas and improving the ease and flow of the Website to users.

Link to third party Websites

The Website may provide links to third-party websites. These third-party websites are beyond the control of the Company and the Company will not be responsible for any loss from the use of these websites. The Company advises caution when using these third-party websites. We advise you to read the privacy policy of such websites before posting any Personal Information on these websites.

Non-Disclosure of Personal Information

By using the Website, you authorise the Company to share your Personal and Professional Information to companies that may search for certified skilled workers through the Company. The Company will not share, sell or rent your Personal Information to anyone outside of the Company, except when you give the Company permission or required by law or any governing authority; or to protect its own legitimate interests.

Security

The Company will utilize all steps reasonably necessary to prevent your Personal Information from any unauthorized access, use, alteration, disclosure or destruction. Securing your Personal Information and preventing unauthorized access is of utmost importance to the Company. Whilst the Company has installed safety and managerial procedures to secure and safeguard your Personal Information, the Company will discharge all responsibilities from any unauthorized access by third parties and cannot guarantee that the Personal Information provided by you, either transmitted from and to the Website or by email or phone calls is totally safe and secure. We may process and transfer your information outside your country of residence, wherever the Company, its affiliates and networking partners.

You have a right to access, modify, or delete your personal information stored with the Company in regard to your profile. You can request the Company for more information about what we know about your account. We will delete closed account information and any other backup information within 28 days of account closure, except the information you have shared with others or others may have copied. This shared or copied information will remain visible after you have closed your account or deleted the information from your own profile. Any information that is shared or copied to third parties like potential Employers cannot be accessed, corrected or deleted as they are out of the control of the Company. Also your public profile may be visible in search engines, even when deleted, until after search engine refreshed its system.

We will store your information for as long as your account is active or required. This may be to meet our legal obligations, regulatory requirements, dispute resolution process, prevent fraud and abuse or enforce this agreement. We may store your information after you close your account if the above mentioned scenarios warrants the need or as the need arises in future.

Applicable Law & Jurisdiction for Employers' in MALAYSIA

This Policy, which includes your usage of the Website, is subject to and governed by the laws of MALAYSIA. If there are any disputes, the Company will follow the law principles of MALAYSIA. Any disputes regarding this Policy or its handling of your Personal Information and General Information of Certified Skilled Workers and Employers shall be subject to the exclusive jurisdiction of the Courts in MALAYSIA.

Applicable Law & Jurisdiction for Employers' in SINGAPORE

This Policy, which includes your usage of the Website, is subject to and governed by the laws of SINGAPORE. If there are any disputes, the Company will follow the law principles of SINGAPORE. Any disputes regarding this Policy or its handling of your Personal Information and General Information of Certified Skilled Workers and Employers shall be subject to the exclusive jurisdiction of the Courts in SINGAPORE.

Contact HUMAN CAPITAL PROJECT MANAGEMENT

If you have any queries about this Policy, or like to clarify on any Personal Information the Website stores, please contact the Company at our email address at info@certifiedskilledworkers.global and the Company will respond to you promptly.