



## PRIVACY NOTICE

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### Protecting Your Personal Data

Execsearch is committed to protect your privacy by maintaining the integrity and confidentiality of the personal data you submit as part of our agency recruiting and staff placement process. We comply with the Personal Data Protection Act (PDPA) as well as our existing obligations of confidentiality.

This personal data protection notice is to help you understand the types of personal data we collect, how we use your personal data, with whom we share your personal data and how we protect your personal data.

### Types of Personal Data We Collect

When you apply for a position/positions through our agency, via all communication channels including internet online application, emails, faxes or mails, social media connection and etc., you voluntarily provide us with certain information so that we can evaluate your application. This information may include personal data such as your name, ethnic, physical and e-mail addresses, telephone number, date of birth, gender, marital status, identity card number and other identifying data. You may also provide us with additional information about yourself including, for example, education, salary, work history and references. The personal data and information that you voluntarily choose to provide us will depend on the job you are seeking. It would include the opinions of others about your work performance, your work experience and qualifications and other information obtained by us in connection with your possible job placements.

If you do not provide the information as per required, we may be unable to process your application.

### Who Will Be Collecting Your Personal Data

Your personal information will be collected, viewed and retained by Execsearch for its own use by the agency's authorised personnel, who might require access to your personal information in connection with your job placements.

### How We Collect Your Personal Data

We collect your personal data and information through available job application channels including internet online application, emails, fax, mail and other data transmission channels. Personal information will also be collected from you directly when you register with our agency or attending an interview with anyone of our recruitment consultants in regard to your application to us for registration and recruitment processing procedures.

Personal information will also be collected when:

- we receive any reference about you;
- we receive results of inquiries that we might cross-check or refer to your former employers, work colleagues, professional associations or registration body;
- we receive the results of any competency or medical test;
- we receive performance feedback (whether positive or negative);
- we receive if any complaint from or about you in the workplace;
- we receive a response from a job advertisement – either written, verbal or email
- we receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you are involved;
- you provide us with any additional information about you.

## **Aggregate Information About Execsearch Online Visitors**

You can visit our web site and browse without the need to disclose any personal information.

We gather information and statistics collectively about all visitors to this website, for example, which area users' access most frequently and which services users' access the most. We only use such data in the aggregate form. This information helps us determine what is most beneficial for our users and how we can continually improve our online services to create a better overall experience for our users.

## **Use of Cookies**

A cookie is a small data file which is sent from a web server to a web browser when that browser visits the server's site. Find out more about the use of cookies on [www.allaboutcookies.org](http://www.allaboutcookies.org). Cookies are used, on the website to remember your login, to track web traffic on an aggregate basis so that no individuals are identified, to keep session information such as your last search (this information is disposed of every time you close your web browser). Most browsers allow you to turn off cookies. However, switching off cookies will restrict your use of our website.

## **Submission of CV and Enquiry**

If you visit our website and submit your enquiry or CV online for employment opportunities, we collect some personal information about you, in which you volunteer by filling in your details or by submission of personal data. The information required may include providing basic personal details such as your name, address, phone number, email address and etc. The information gathered is stored in our database for retrieval and use by Execsearch's recruitment consultants and staff only for the purposes of providing service, evaluation and job placements. By submitting your personal information in this way, you acknowledge and accept our personal data protection policy.

We do not disclose any information gathered about your visit to our web site, or personal information you provide through submission process, such as your name, address etc. to any other organisation outside Execsearch, unless we are required to do so in order to comply with our legal obligations.

## **How We Use Your Personal Data:**

Your personal details, including your name, e-mail address, phone number, career history and CV, are retained and used by us for the following purposes:

- For responding to your service enquiry
- For matching your coded details with job vacancies, to assist us in finding you the position that most suits you.
- For evaluation of your qualifications later for other job openings.
- For keeping you informed of Execsearch services, news and wider developments in your chosen field.
- For tailoring the version of our website you see when you log on to make it relevant to you.
- For compiling salary and other surveys of our candidates.

When we successfully render service to clients or candidates are successfully placed by us with job placement, your personal data may also be used in connection with:

- billing processing for the recruitment and placement service to our client
- follow up with you to offer you job or ascertain your availability for career opportunities.
- your performance appraisal feedback from our clients
- our management of any complaint, investigation or inquiry in which you are involved, when required.

The personal information that we collect will only be collected to the extent that it is necessary to fulfil these purposes as long as is deemed necessary and suitable for the purposes stated above. At all times, we shall process your data fairly and lawfully.

## **Disclosures of Your Information**

In processing your enquiry or application to jobs and potential career opportunities, your Personal Information may be disclosed to:

- potential and actual employers and clients of Execsearch
- referees;
- any government department or body (or their agents) to verify your work rights status;
- our contractors and suppliers – e.g. our I.T. contractors and database designers
- any person with a lawful entitlement to obtain the information;
- prospective employers to use to verify suitability for employment; and
- third party providers of criminal background or credit checking services under legal obligation

We will advise you of our intentions and gain consent before we refer your personal information to our clients for possible work opportunities.

If you do not give us your consent on the information we seek, we may be limited in our ability to process your application and to locate suitable job for you.

## **Job Alerts**

To subscribe to job alerts emails, you will be required to provide your e-mail address, which will be used for the purpose of keeping you informed, by e-mail, of the latest jobs in your nominated industry and/or industry news via job alerts.

Should you decide that you no longer wish to receive this information, unsubscribe links are provided in every job alert email that you receive.

Job alerts can also be received via social media/interactive channels without having to provide your email address.

## **How We Protect Your Personal Data**

We use reasonable security procedures to protect against unauthorized or unlawful access, processing, disclosure, alteration, destruction or accidental loss of your personal data.

We limit the access to and use of your personal data to authorized persons. All recruitment consultants and staff are bound by a confidentiality agreement regarding company and customer information. We shall collect, process and maintain your personal data in accordance with the practices described in this Privacy Notice, applicable Execsearch's policies and applicable local legal and regulatory requirements.

The consent may be cancelled at any time by sending an email to [recruitmentmanager@execsearch.com.my](mailto:recruitmentmanager@execsearch.com.my). For contact persons of your job application, please see the relevant job advertisements or our website.

In case of cancellation the respective data may not be used for the aforesaid purposes and will all be destroyed.

## **Update Your Personal Data**

We give you the option of submitting your CV via this website. You can do this either to apply for a specific advertised job or for consideration by our recruitment consultants for positions as they come up. Your personal data will only be accessible by Execsearch's recruitment consultants. Your CV will also be e-mailed directly to our recruitment consultants who review your details and maintain in our candidate database. This database, including the information relating to you, can be accessed by any of our recruitment consultants working in other offices of Execsearch.

If you need to correct or update the personal data you provided to us, you can write to [recruitmentmanager@execsearch.com.my](mailto:recruitmentmanager@execsearch.com.my) or the contact persons of your job application according to the relevant job advertisements or our website.

## **External Sites**

External sites that are linked to or from the Execsearch web site are not under our control and you are advised to review their Privacy Statement. Users should take note there are inherent risks associated with the transmission of information via the Internet and you should therefore make your own assessment of the potential risk to the security of your information.

## **Changes To Our Personal Data Protection Policy**

Our Privacy Policy is reviewed and updated regularly, and the updated details will always be available on our web site. If at any time you have a question or concern regarding Execsearch and privacy, please do not hesitate to contact us.

## **How We Contact You**

We may contact you from time to time about job opportunities and careers advice services. We usually use email, phone and/or SMS. If you wish to change your preferences please update us.

## **How To Contact Us**

If you wish to contact us about your personal information please do so during normal office hours at: [recruitmentmanager@execsearch.com.my](mailto:recruitmentmanager@execsearch.com.my).