

Systems on Silicon Manufacturing Co. Pte. Ltd. hereinafter referred to as "Company" is committed to protecting your privacy and complies with the Personal Data Protection Act (PDPA) of Singapore. This policy outlines how we collect, use, disclose, and protect your personal data during the recruitment process.

By using our website (www.ssmc.com) and submitting any personal information, you are deemed to have read, understood, and accepted this Privacy Policy.

1 PURPOSE OF DATA COLLECTION

1.1 The Company commits to using and storing the personal data collected in the recruitment system solely for recruitment purposes, including but not limited to:

- Communicating with you regarding your application
- Evaluating your suitability for employment
- Conducting interviews and assessments
- Facilitating background checks (where applicable)
- Matching you with current or future job opportunities

1.2 You may choose not to provide certain personal data. However, this may affect our ability to process your application or match you with suitable roles.

1.3 In the event that the Company engages third parties to process job applications on its behalf, such parties shall be bound by a Confidentiality Agreement and are required to:

- Comply with applicable personal data protection standards
- Protect the confidentiality and integrity of personal data
- Use the data strictly for the intended recruitment purposes

1.4 These third parties will be subject to regular reviews to ensure compliance with our data protection obligations.

2 TYPE OF PERSONAL DATA COLLECTED

2.1 We may collect the following categories of personal data:

- Full name, address, contact details (email, phone)
- Identification numbers (e.g., NRIC, passport)
- Employment history, education, qualifications
- Job preferences and availability
- Financial information (e.g., bank details for reimbursement)
- Any information making it possible to identify applicants (hereinafter referred to as "Personal Data").

3 HOW WE USE YOUR PERSONAL DATA

3.1 We, and/or third parties may process your personal data for various purposes that the Company services offer and that may be required and allowed under the law when your application is submitted. We may share or disclose your personal data to our corporate clients, business partners and the service providers during our business for the above purposes where the Company services are being rendered. Your personal information may be disclosed to:

- Potential and existing clients of Company;
- Other consultants at Company in connection with 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 holding your information, that being the securing of employment for you.

4 CONTACTING AND LIAISING WITH YOU

4.1 The Company may contact you using the email address, phone number, or other communication channels you have provided to:

- Advise you on the progress of your job application
- Respond to any requests for information or services
- Provide updates related to our recruitment platform or website
- Share information about job opportunities or services that may be relevant to you

5 YOUR DATA PROTECTION RIGHTS

You have the following rights regarding your personal data submitted for recruitment purposes:

5.1 Right to Access

- You may request access to the personal data we hold about you in relation to your job application.

5.2 Right to Correction

- You may request correction of any inaccurate or incomplete personal data submitted during the recruitment process.

5.3 Right to Withdraw Consent

- You may withdraw your consent to the collection, use, or disclosure of your personal data at any time.
- Upon withdrawal, we will cease processing your application and securely dispose of your data, unless retention is required by law.
- Please note that withdrawal may affect our ability to proceed with your application or consider you for future opportunities.

6 DATA RETENTION

6.1 We retain your personal data only for as long as necessary to fulfil recruitment-related purposes or to meet legal, regulatory, or operational requirements. Specifically:

- Recruitment data is retained for a period of FIVE (5) years from the date of last activity, unless you request deletion earlier.
- Data no longer required will be securely disposed of using methods such as data wiping or document shredding.

7 HOW WE PROTECT YOUR INFORMATION

7.1 The Company is committed to safeguarding your personal data and implements appropriate security measures to ensure its confidentiality and integrity.

7.2 Your personal data is stored on secure servers in controlled environments with restricted access.

7.3 All employees and data processors who handle personal data are trained in data protection and are contractually obligated to maintain confidentiality.

7.4 We apply technical and organisational safeguards such as encryption, access controls, and regular system audits to prevent unauthorised access, disclosure, alteration, or destruction of your data.

You also play a key role in protecting your personal data. Please ensure that your login credentials and passwords are kept confidential and not shared with others.

If you have any queries or concerns regarding data protection, please contact our Data Protection Officer at: Dataprotectiongroup@ssmc.com .