PERSONAL DATA PROTECTION ACT

NUS Personal Data Consent for Job Applicants

The information you provide in your curriculum vitae will be used and processed by or on behalf of NUS for purposes related to your registration of interest in current or future employment with NUS and for the processing of your application for employment.

We will collect and use the personal data that you have supplied to facilitate the processing of your application for employment purposes. We will use personal information such as telephone number and or email address to contact you on job opportunities. Please note that the information you provide may be used by a third party to enable us to process your application. These third parties may be located outside of Singapore to carry out some of the processing and administrative functions for NUS and would be under duty of care to maintain the appropriate levels or security and confidentiality and only use the information as instructed by NUS.

The personal data held by NUS relating to the applicants will be kept strictly confidential. NUS may collect information through other sources for processing and evaluating your application for employment. If your application is successful, the information will be used in the administration of your employment. NUS may provide and/or transfer such data, whether in Singapore or outside of Singapore, to (i) any other departments within NUS or if necessary, with Government agencies; (ii) any third party service provider who provides administrative, data processing, computer or other services to NUS.

As part of assessing your suitability to work with NUS, we may use your information to conduct reference checks in accordance with NUS HR Policy. If necessary, NUS may provide your personal data to Ministries, public agencies, statutory boards or other similar organisations for evaluating your application.

If your application is unsuccessful, NUS may retain and use the information which you provided for 2 years from the receipt of your curriculum vitae to deal with any matter which may arise in connection with your application, for purposes of contacting you in connection with ongoing recruitment opportunities, as well as for data analysis and business purposes. If you do not wish to be considered for positions in NUS other than that you have applied for, please tick the following box:

☐ I do not wish to be considered for positions other than that I have applied.

By giving your consent, you agree to your data being used in conjunction with the recruitment and employment purposes. In order to maximize your opportunities to work with NUS, you are encouraged to keep the information provided to us up to date at all times. You are responsible for ensuring that the personal data is correct and true. You also have the option to withdraw your consent anytime. If you wish to amend your personal data kept by NUS or withdraw your consent, please visit NUS Personal Data Service Request System at https://myaces.nus.edu.sg/PSR

If you have any queries, please email to: NUSRecruit@nus.edu.sg.

I have read and consent to the above.

_____ (signature)

Name :

Date :