

# Qnect Pte Ltd (“Get”)

## External Privacy Policy

Updated as at 21 Feb 2019

### 1. Overview and Scope

Your personal data privacy is important to us and Qnect Pte Ltd (“Get”) is highly committed in respecting and managing your Personal Data collected in line with this Policy.

This Personal Data Privacy Policy sets out the collection, use and disclosure of your Personal Data. "Personal Data" means any data or information, whether true or not, about an individual who can be identified either (a) from that data; or (b) from that data and other information to which Get is likely to have access to. Personal Data excludes Business Contact Information which means an individual's name, position name or title, business telephone number, business address, business electronic mail address or business fax number and any other similar information about the individual, not provided by the individual solely for his personal purposes.

### 2. When and what kind of Personal Data do we collect?

Get may collect, use and disclose the following data about you:

1. When you provide Personal Data by filling in online or hardcopy forms when applying for Get's services or feedback, asking queries, requests and other submissions;
2. If and when you contact Get (i.e. telephone calls, online chat programmes, social media and emails), we may keep a record of that correspondence;
3. Details of your visits to our website including, but not limited to, cookies, location data, weblogs and other communication data, that you access;
4. When you fill up online or hardcopy job application forms to apply for a job at Get;

5. If you enter into any contract with Get or purchase any products/services from Get;
6. If you participate in any exhibition, event, competition or workshop organised by Get or where Get is a participant;

Get may collect the following kinds of Personal Data through the different channels mentioned above:

1. Full name;
2. Business and/or personal email addresses;
3. Mobile and business telephone numbers;
4. Bank account details;
5. NRIC/ID/Passport numbers and copies for organisations using our platform and vendors, if required
6. Photos and videos (i.e. Facebook profile pictures), if applicable;
7. IP addresses and location data;

Additionally, if you are applying for employment with Get, Get will collect the following:

1. Date of Birth;
2. Nationality;
3. Marital Status;
4. Gender;
5. Race;
6. Educational and employment history and professional qualifications, including testimonials and references;
7. Medical, legal and financial history;
8. Next of Kin, family or emergency contact information;
9. Curricula Vitae, if any.

### 3. What purposes does Get Collect, Use and Disclose Personal Data?

Get may use the information we collect from you for any of the following purposes:

1. To perform or carry out Get's obligations arising from any contracts entered into between you and us;
2. To enable Get's vendors and service providers (e.g. Web hosting, Credit Card Processing) to fulfil obligations/services as stipulated in your contract with Get;

3. To handle products and services requests and enquiries;
4. For payment administration purposes, if any;
5. To administer and update your records in our databases; monitoring and maintaining a copy of your record of previous transactions;
6. To facilitate the delivery, maintenance and enhancement of Get's products and services;
7. To plan, monitor, and enhance the provision of new products, services, projects, and planning of events;
8. To improve Get's customer service through your feedback;
9. To facilitate data analysis and business planning purposes;
10. To process your enquiries and any and all other ancillary administrative purposes;
11. For communications, sales and marketing efforts and publicity purposes;
12. For vendor management and communications purposes;
13. For government, audit and other regulatory purposes;
14. For recruitment and evaluation purposes if you apply for a job with Get, i.e. to determine job suitability;
15. To apply for employee work visas at the Ministry of Manpower;
16. For internal reporting and/or accounting purposes; and
17. Purposes incidental to each or all of the above.

We may also contact you by any means of communication for which you have given us contact details, including but not limited to via email, telephone numbers, and post, for the purpose of getting your feedback. In addition, if you are an organisation using our platform, we may reach out to provide you with information which may be of interest to your organisation.

You consent to the onward disclosure and processing of your Personal Data, if required, by our service providers to render services that you have requested for (as set out in no.3 of "What purposes does Get collect, use and disclose personal data?")

We only collect, process, use or disclose such Personal Data, in accordance with this policy. If you are acting as an intermediary, or otherwise on behalf of a third party, or supply us with information regarding a third party, you undertake that you are an authorised representative or agent of such third party and that you have obtained

consent from such third party to our collection, processing, use and disclosure of their Personal Data. Because we are collecting the third party's data from you, you undertake to make the third party aware of all matters listed in this policy by referring them to our agencies' website.

## 4. Consent for the collection and use of your Personal Data

You consent to the collection, use and disclosure of your Personal Data for the above mentioned purposes and agree to be bound by the obligations it imposes on you, when you accept this Privacy Policy. You accept this Privacy Policy when you continue to browse on Get's website.

In this regard, please note that it is on your part to ensure that all personal data submitted to us is complete, accurate, true and correct at the time of submission. Failure on your part to do so may result in our inability to provide you with products and services you have requested.

Please note that if you do not consent to any of the above business purposes, Get may also be unable to meet the purposes for which the information was collected.

## 5. Does Get disclose Personal Data to third parties?

Get may disclose your Personal Data for the purposes stated within this privacy policy to any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in the Companies Act (Cap. 50).

On occasion, Get may use vendors and service providers to assist us in the processing of your Personal Data as outlined under *"What purposes does Get Collect, Use and Disclose Personal Data?"* You consent to such use of your Personal Data by continuing to browse on Get's website.

Get will not transfer Personal Data within or outside Singapore unless it is ensured that the Personal Data will be accorded a level of protection which is comparable to the protection under the PDPA.

## 6. For how long does Get retain your Personal Data?

Get will cease to retain Personal Data, as soon as it is reasonable to assume that the purpose for collection of such personal data is no longer being served by such retention, and such retention is no longer necessary for legal or business purposes.

## 7. Does Get use cookies to collect and use Personal Data?

When you visit any of Get's websites, Get may collect or analyse anonymized information from which individual information will not be identified. The information collected may include the number of users and the amount of time they stay on our website, which countries they are from, and what mode of device they are currently using to view our website, as well as domain information that helps us to learn our client's profile, the frequency of viewing. We use this information to improve our website's content and navigation.

Some parts of this website may use cookies, which enable us to track usage patterns, enforce security, and offer you a customized content. A cookie is a small text file that our server places on your computer hard drive as a unique identifier.

Note that our cookies do not have an expiration date and do not collect personally identifiable information.

You may disable the use of cookies by selecting the appropriate settings on your browser. This may however result in you being unable to experience the full functionality of the websites.

## 8. How does Get protect your Personal Data?

The Personal Data that we hold about you may be stored on servers hosted in Australia. Get implements a variety of security measures to maintain the safety of your submitted information. All electronic storage and transmission of personal data is secured and stored on managed servers with controlled access and appropriate security technologies.

Although every reasonable effort has been made to ensure that all personal data will be so protected, Get cannot be responsible for any unauthorised use or misuse of such information and from risks which are inherent in all internet communications.

Your Personal Data will only be disclosed for the express purpose of delivering the product or service requested and shall not be sold or disclosed to any other company for any other reason whatsoever without your consent.

## 9. Links to third party websites from Get's website

Our websites may contain links to other external websites, such as our business partners. We are not responsible for the privacy policies and practices of these websites taken care of by third-parties. We strongly encourage you to check the privacy policy of each website that you visit. Some of these third-party websites may

have our logo or trademark acknowledged on their website. However, these websites are not operated and maintained by us. Please contact the owner of the respective websites should you have any questions on their privacy policies.

## 10. Use by Our Clients

Our clients use Get as a platform for various purposes listed above. Get does not control the content or the types of information that our clients may choose to collect or process using Get. That information, including personal data, belongs to them and is collected, used, disclosed and protected by them according to their own privacy policies and is not subject to Get's Privacy Policy.

Get processes our clients' information, including personal data, as they direct and in accordance with our agreements with our clients, and we store it on our servers, but we do not have control over its collection, use or management. Our agreements with our clients prohibit us from using that information, except as necessary to provide and improve the platform and our services, as permitted by this Privacy Policy, and as required by law. Get might have no direct relationship with individuals who provide Personal Data to our clients. Our clients control and are responsible for correcting, deleting or updating information they have collected from you using Get. Get may work with the clients to help them provide notice to their visitors about their data collection, processing and usage. Get is not responsible for the clients' use of information they collect using Get.

## 11. Access and Correction of Personal Data

Please contact us via [privacy@useget.com](mailto:privacy@useget.com) should you wish to have access to or seek to update, correct or withdraw the consent to collect and use your Personal Data. Your email should identify yourself and state which Personal Data and information about its use and/or disclosure is requested.

## 12. Further Information

If you are concerned about the handling of your Personal Data, or if you have any complaints or queries related to your Personal Data or our Privacy Policy, please contact Get's Data Protection Officer ("DPO") at [privacy@useget.com](mailto:privacy@useget.com).

Get reserves the right to change this Policy with or without notice from time to time.