

DATA PROTECTION NOTICE FOR JOB APPLICANTS

This Data Protection Notice ("Notice") outlines how we, J&T Express Singapore Pte Ltd ("J&T Singapore", "we", "us", or "our") collect, use, disclose, and process the personal data of individuals applying for full time and part time employment, internship, or training program opportunities, in accordance with the Personal Data Protection Act 2012 ("PDPA"). This Notice covers personal data that is in our possession or under our control, including data handled by third-party organizations acting on our behalf. It applies to all applicants for roles within our organization. Unless otherwise stated, terms used in this Notice have the meanings assigned to them under the PDPA.

Collection, Use and Disclosure

1. We typically collect personal data that:
 - (a) is voluntarily provided by you, or by a third party duly authorized by you to do so, including but not limited to job agency, job placement agent and etc ("herein after referred as "authorized representative"), after you or your authorized representative have been informed of the purpose of the data collection, and you or your authorized representative have given written consent for the collection and use of your personal data for those purposes; or
 - (b) where the collection and use of personal data without consent is permitted or required under the PDPA or other applicable laws.

We will seek your consent before collecting any additional personal data or using your data for purposes not previously disclosed, unless otherwise allowed or required by law.

2. We collect and use your personal data for the following purposes, and may disclose it to third parties when necessary to achieve these purposes:
 - (a) To assess and evaluate your suitability for current or potential employment opportunities within the organization;
 - (b) To verify your identity and confirm the accuracy of the personal information you have provided;
 - (c) To communicate with you about the status of your application and any prospective job openings; and
 - (d) To manage administrative and human resource matters if your application is successful.
3. We may disclose your personal data under the following circumstances:
 - (a) With your consent, when the disclosure is necessary to fulfill the purposes stated above;
 - (b) When required to comply with applicable laws, regulations, codes of practice, guidelines, or legal obligations (e.g. during emergencies or in response to a subpoena); or
 - (c) With your consent, to third-party service providers, agents, or other organizations engaged to carry out any of the purposes outlined in Paragraph 2. Where we engage third-party service providers or data intermediaries to process your personal data, they are contractually bound to comply with our data protection policies and applicable laws.
4. You have the right to decide whether to provide your personal data and how it may be collected, used, or disclosed. If you prefer not to share certain personal data as requested, you may indicate so in the relevant sections. While we respect your decision, please be aware that depending on the nature and extent of the data withheld, we may be unable to proceed with your job application.

Withdrawing Your Consent

5. Your consent for the collection, use, and disclosure of your personal data will remain valid until you choose to withdraw it. You may do so at any time by submitting a written request or sending an email to the designated contact provided below.
6. Upon receiving your request, and depending on its complexity and potential impact on our relationship with you, we will stop (and instruct our data intermediaries and agents to stop) collecting, using, or disclosing your personal data within thirty (30) days—unless required or permitted by law to continue.
7. While we respect your decision to withdraw consent, please note that doing so may affect our ability to process your job application, depending on the nature and scope of the withdrawal. If this is the case, we will inform you before proceeding further.
8. If you later decide to cancel your withdrawal, please notify us in writing by submitting a written request or sending an email to the designated contact provided below.

Access to and Correction of Personal Data

9. If you wish to access a copy of the personal data we hold about you or obtain information on how it is used or disclosed, or request a correction or update of your personal data, you may submit your request in writing or via email to the contact provided below.
10. We aim to respond to your request as soon as reasonably possible. If we are unable to do so within thirty (30) days, we will notify you in writing and provide an estimated timeframe. In cases where we are unable to provide access to your data or make the requested correction, we will generally explain the reasons, unless we are not required to do so under the PDPA.

Protection of Personal Data

11. We have implemented appropriate administrative, physical, and technical safeguards to protect your personal data from unauthorized access, collection, use, disclosure, copying, modification, disposal, or similar risks. These measures include up-to-date antivirus software, encryption, and privacy filters. Access to personal data is restricted to authorized personnel and third parties on a strict need-to-know basis.
12. While we take reasonable steps to ensure the security of your personal data, please note that no method of transmission over the internet or electronic storage is completely secure. Nonetheless, we are committed to continuously reviewing and strengthening our information security practices to better protect your data.

Accuracy of Personal Data

13. We rely on the personal data you or your authorised representative provide to be accurate and complete. To help us maintain accurate and up-to-date records, please inform us promptly in writing or via email if there are any changes to your personal data.

Retention of Personal Data

14. We retain your personal data for as long as necessary to fulfil the purposes for which it was collected, or as required or permitted under applicable laws. When it is reasonable to assume that your personal data is no longer needed for those purposes and is no longer required for legal or business reasons, we will cease to retain it or take steps to anonymise the data so it can no longer be linked to you.

Cross-border Transfers of Personal Data

15. We generally do not transfer your personal data outside of the country. In the event that such a transfer is necessary, we will ensure that the receiving party provides a standard of protection comparable to that provided under Singapore's PDPA.

Contact Information

16. If you have any questions, feedback, or concerns about our personal data protection policies, or if you wish to access or update your personal data, please contact our representative or Data Protection Officer using the details below:

Email (General Enquiries): hr@jtexpress.sg

Email (Data Protection Officer): dpo@jtexpress.sg

Mailing Address: 24 Penjuru Road, #08-02 ALOG Commodity Hub, Singapore 609128.

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