

# HUNTERORIENTAL ASIA

## PRIVATE POLICY

This statement outlines Hunteroriental Asia's (HOA) policy on how we manage the personal information we hold about our clients, candidates and others. It applies to all operations within HOA including visitors to our website.

It is the policy of HOA to respect the confidentiality of information and the privacy of individuals.

### **HOA Privacy Policy is based on openness and trust**

We are committed to being open and trustworthy about how we use personal information and will always state the purpose for its use.

We use our best efforts to ensure that the information you submit to us remains private, and is used only for the purpose you agree to. This document reflects our commitment to you.

### **Type of personal information HOA held**

Personal information that we collect and hold usually falls into the following categories:

- Personal information submitted and obtained from each person seeking employment and other sources in connection with applications for work
- Personal information submitted and obtained for the resume database incl. assessment information
- Information obtained to assist in managing client and business relationships

### **Information coming via HOA website**

In some instances we need specific information about you, such as name, address, email address, telephone number, etc. We will collect this information if you apply for a job or sign up for one of our services via our website.

### **Purposes for which we hold personal information**

We hold personal information for the following:

- Placement operations – to assist you in finding a suitable position
- Recruitment – career guidance and management
- Client and business relationship management – to ensure we are familiar with and fully understand the needs.
- Marketing – to inform you of events, newsletters and possible job opportunities by mail/email/phone

### **Disclosures**

We may disclose your personal information for the purposes for which it is primarily held. For other purpose we will always get accept before use.

We do not disclose information about your individual visits to the HOA website, or personal information that you provide, such as your name, address, email address, telephone number etc, to any outside parties, except when we believe we are under a lawful duty of care to do so.

By submitting your application to us, you are agreeing to your personal details being forwarded to our offices, including those internationally and where you have applied for a specific role, to employers in that country.

### **HOA's management of personal information**

All staff at HOA is trained to respect the confidentiality of customer information and the privacy of individuals. HOA's Confidentiality Manager will ensure that management of personal information is accordance with this statement.

### **HOA protect information**

HOA hold personal information in a combination of secure computer storage facilities and paper-based files and other records, and take steps to protect the personal information. We may need to maintain records for a significant period of time. However, when we consider information is no longer needed, we will remove any details that will identify you or we will securely destroy the records.

### **HOA want to keep personal information up to date**

HOA want to ensure that the personal information it holds is up to date. We know that information changes frequently and we update information two times a year over the telephone or through email. Please advise when your personal details change.

You can always get your information deleted by sending an email to [resume@hunteroriental.asia](mailto:resume@hunteroriental.asia) and tell you want to delete all information.

### **Inquiries and complaints**

If you have any inquiries or complaints about HOA Privacy Policy then please contact our Confidentiality Manager:

Confidentiality Manager Gitte Thomassen

Phone +86 (21) 6035 1308

Email [resume@hunteroriental.asia](mailto:resume@hunteroriental.asia)

### **Access to information**

You can gain access to the personal information that we hold about you. We do refuse access if it would interfere with the privacy rights of other persons or if it breaches any confidentiality that attaches to that information.

To make a request to access your personal information, you will need to complete an application form verifying your identity and specifying what information you require. Please contact our Confidentiality Manager for an application form.

It may take a little time to process your application for access as there may be a need to retrieve information from storage and review information in order to determine what information may be provided.

## **Feedback**

HOA have several areas on our website where you can submit feedback. Any feedback that is submitted through this area becomes the property of HOA. We will only use this feedback after contacting you and you have agreed.

## **Changes to HOA Privacy Policy**

HOA Privacy Policy will be reviewed from time to time to take account of new laws and technology, changes to our process and practices and to make sure it remains appropriate to the changing environment. Any information we hold will be governed by the most current version of HOA Privacy Policy.

When we make any changes to HOA Privacy Policy, we will post these changes on our website so that you will always know what information we gather and how we might use that information. If you have questions or concerns about our commitment to your privacy, please feel free to email our confidentiality Manager at [resume@hunteroriental.asia](mailto:resume@hunteroriental.asia).