

## Main Data Protection Protocol

### Summary

We will collect, use or disclose personal data for reasonable business purposes only if there is consent or deemed consent from the individual and information on such purposes have been notified. We may also collect, use or disclose personal data if it is required or authorised under applicable laws.

### Use of Personal Data

We use personal data for the following purposes:

- to provide our services
- to respond to the individual's request or for the purposes for which it was provided to us as stated at the time of the collection (or as is obvious from the context of collection)
- to maintain contact with clients and other contacts
- to keep clients and other contacts informed of the services we offer, industry developments, service offerings, seminars and other events we are holding, that may be of interest to them
- for general management and reporting purposes, such as invoicing and account management
- for recruitment purposes
- for purposes related to the employment of our personnel and providing internal services to our personnel
- all other purposes related to our business

You may choose to unsubscribe from mailing lists, registrations, or elect not to receive further marketing information from us by contacting our Data Protection Officer, or if we have contacted you by email, you may use the unsubscribe function in that email to notify us.

Please allow 14 days for your request to be processed.

### Disclosure of Personal Data to Third Parties

We do not disclose personal data to third parties except when required by law, when we have your consent or deemed consent or in cases where we have engaged the third party such as data intermediaries or subcontractors specifically to assist with our firm's activities. Any such third parties whom we engage will be bound contractually to keep all information confidential. We may disclose personal data to Budding Innovation's subsidiaries, joint ventures, strategic partnerships, where it is necessary (i) to meet the purpose for which you have submitted the information; or (ii) to enable you to be provided with information at a later date which may be of relevance and interest to you based on the nature and purpose of your voluntary requests. We may also transfer all data in our possession to a successor-in-interest to our business or assets.

### Recruitment Data Protection Protocol

Budding Innovation firms which are established in Singapore (“BI” or “we”) believe that privacy is an important individual right, and this protocol provides information regarding our use and disclosure of personal data collected from individuals including via our websites for recruitment purposes. BI's information handling practices are in accordance with current privacy and data protection legislation in Singapore.

## Why do we collect personal data?

As part of our recruitment process, we collect necessary personal data about you to consider you for employment with our firm. During the course of the recruitment and selection process, we may request further information about you to assess your suitability for positions with our firm. In doing so, we only collect personal data that is necessary for recruitment decisions. The procedures used by the firm to gather further information about you might include:

- selection interviews;
- assessments;
- written skills tests;
- referee reports;
- security vetting; and,
- necessary pre-employment activities.

References from your current or former employer(s) or other sources will only be obtained with your written consent. In some cases, pre-employment checking may be necessary. Any checking is "tailor made" and the extent and nature of information sought is no more than is justified by the particular position being filled. Failure to provide requested information may influence the processing and outcome of your application.

## Privacy on Our Web Sites

This protocol also applies to any personal data we collect via our websites. Cookies may be used on some pages of our websites. “Cookies” are small text files placed on your hard drive that assist us in providing a more customised website experience. Cookies are now used as a standard by many websites to improve users’ navigational experience. If you are concerned about cookies, most browsers permit individuals to decline cookies. In most cases, a visitor may refuse a cookie and still fully navigate our websites, however other functionality in the site may be impaired. After termination of the visit to our site, you can always delete the cookie from your system if you wish. In order to properly manage our website and related email services, we may anonymously log information on our operating systems about the number and duration of visits to our website and identify categories of visitors by items such as domains and browser types, and to track document identification number by way of email acknowledgement or return receipt. These statistics are reported in the aggregate to our webmaster and system administrators. In addition, site statistics are compiled by third parties, and therefore your IP address will be passed to third parties for statistical reporting only. This is to ensure that our website presents the best web experience for visitors and is an effective information resource. Because we want your website experience to be as informative and resourceful as possible, we may provide a number of links to third party websites. We assume no responsibility for the information practices of these third party websites that you are able to access through ours. When a visitor to our website links to these third-party websites, our privacy practices no longer apply. We encourage you to review each website’s privacy protocol before disclosing any data. Whenever a registered member visits our website, they may be required to identify themselves in order to gain entry. This data is logged by BI primarily to measure website performance and in assisting to resolve any website technical difficulties.

## Contact our Privacy Office

We welcome your enquiries or comments about our Recruitment Data Protection protocol and any queries or concerns that you may have about this website. Kindly submit to [andre.stolz@budinno.com](mailto:andre.stolz@budinno.com).

