

DATA PRIVACY POLICY

HARPS Global Pte. Ltd.

1. Introduction

HARPS Global Pte. Ltd. and its affiliates (“HARPS Global”, “we”, “our”, or “us”) are committed to protecting your personal data and ensuring transparency in how we handle your information.

HARPS Global operates across multiple regions worldwide and may process personal data across different jurisdictions as part of its global business operations.

We process personal data in accordance with applicable data protection laws, including but not limited to:

- General Data Protection Regulation (GDPR)
- Personal Data Protection Act (PDPA)

This Privacy Policy explains how we collect, use, disclose, and safeguard your personal data when you visit our website or interact with us.

By using our website, you acknowledge and agree with all the terms and conditions in this Data Privacy Policy.

2. Personal Data We Collect

2.1 Information You Provide

We may collect:

- Name
 - Email address
 - Contact number
 - Company name
 - Resume/CV and employment-related information (for job applications)
 - All information submitted via forms (e.g. enquiry, contact details, job application details and etc)
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2.2 Automatically Collected Data

We may collect:

- IP address
 - Browser type and version
 - Device information
 - Pages visited, date and time, and duration
 - Cookies and tracking data
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2.3 Sensitive Personal Data

You hereby acknowledge and agree that we do not intentionally collect sensitive personal data (e.g. health, religion, political opinions) unless required for specific purposes (e.g. employment process).

3. How We Use Your Personal Data

We process your personal data for the following purposes:

- To respond to enquiries and provide support
- To process requests or applications
- To manage job applications and recruitment processes
- To improve website functionality and user experience
- To analyse website usage and performance
- To comply with legal and regulatory obligations
- To protect against fraud, security risks, and/or misuse

We may also process personal data of customers, suppliers, and business partners to support our business operations and contractual relationships.

4. Marketing and Newsletter Communications

We may use your personal data to send:

- Newsletters
- Company updates
- Marketing and/or promotional materials

4.1 Consent

Marketing communications will only be sent with your written consent.

4.2 Opt-Out

You may withdraw your consent at any time by:

- Clicking the unsubscribe link
 - Contacting us directly
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5. Job Applications and Recruitment

5.1 Data Collected

- Resume/CV
- Employment history
- Qualifications
- Contact details
- Supporting documents

5.2 Purpose of Use

- Assess suitability for employment
- Communicate with applicants
- Conduct background checks (where applicable)

6. Cookies and Tracking Technologies

We use cookies and similar technologies to ensure our website functions properly and to improve your experience.

- Essential cookies are required and cannot be disabled
- Non-essential cookies (such as analytics and performance cookies) are only used with your consent

These cookies may include:

- Essential cookies (required for functionality)
- Analytics cookies (to understand usage)
- Performance cookies (to improve user experience)

When you visit our website, you will be presented with a cookie banner that allows you to accept, reject, or manage your preferences.

You may withdraw your consent at any time via the cookie settings available on our website.

7. Disclosure of Personal Data

We do not sell your personal data.

We may disclose your personal data to:

- Affiliated companies within HARPS for operational and service delivery purposes
- IT service providers, hosting providers, and system administrators
- Professional advisers (auditors, legal, consultants)
- Recruitment or background verification providers
- Regulatory authorities and/or law enforcement when required

All third parties and affiliated entities are required to protect your personal data.

8. International Data Transfers

Due to the global nature of our operations, your personal data may be transferred to and processed in countries outside your country of residence.

Where such transfers occur, we implement appropriate safeguards, including:

- Contractual protections
 - Internal data protection measures
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9. Data Retention

We retain personal data only as long as necessary for:

- The purpose it was collected
- Legal, regulatory, and/or business requirements

When no longer required, data will be securely deleted or anonymised.

10. Data Security

We implement appropriate technical and organisational measures to protect your personal data, including:

- Access control and authentication
- Secure network and system architecture
- Data encryption where appropriate

However, no system is completely secure, and we cannot guarantee absolute security.

11. Your Rights

Depending on your location, you may have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request deletion of your data
- Restrict or decline to process your data
- Withdraw consent at any time
- Request data portability (where applicable)

To exercise your rights, please contact us using the details below.

12. Children's Privacy

Our website is not intended for individuals under the age of 16.

We do not knowingly collect personal data from children. If we become aware that personal data has been collected from a child without appropriate consent, we will take steps to delete such data promptly.

13. Third-Party Links

Our website may contain links to external websites. We are not responsible and shall not be liable for their privacy practices.

14. Changes to This Policy

We may update this Data Privacy Policy from time to time at our sole discretion without further notice to you.

15. Contact Us

If you have any questions or requests regarding this Privacy Policy, please contact us at compliance@harpsglobal.com or cybersecurity@harpsglobal.com.