

## Employee / Candidate Consent Background Check Consent form

I, \_\_\_\_\_[Name] with \_\_\_\_\_[Country of Issue] \_\_\_\_\_  
[Passport number], am an employee or candidate of \_\_\_\_\_(the “Company”).

I, consent to the Company collecting, retaining and using my Personal Data (as defined by the Singapore Data Privacy Act of 2012 or GDPR or equivalent), as the same may be amended from time to time (the “Data Privacy Act) and the disclosure of my Personal Data to:

I. the Company’s directors, officers, employees and agents of the Company as well as other third party service providers (for example recruiters, consultants who do background checks like Avvanz Pte Ltd, Avvanz’s agents and subcontractors, data sources that include my previous employers and educational institutions, payroll processors, firms providing information technology support services, insurance brokers etc), performing functions on the Company’s behalf and to other companies within the same group of companies as the Company for the following purposes:

- (a) for evaluative purposes which includes without limitation the purpose of determining the suitability, eligibility or qualifications of myself for employment, for promotion and/or for removal from employment;
- (b) for managing the employment relationship including without limitation for executing human resources programs, training and development, administering employment benefits, conducting disciplinary proceedings;
- and
- (c) for terminating the employment relationship.

II. I shall immediately inform the Company of any change in my Personal Data including without limitation change of address, telephone number, emergency contact details, next-of-kin, qualifications etc. The Company shall not be responsible in anyway whatsoever for any loss or damage suffered by me connected in any way with my failure to update the Company of any change in my Personal Data.

III. I shall have the right to apply for access to my Personal Data in the possession of the Company but such right shall not extend to Personal Data retained by the Company purely for evaluative purposes and/or other purposes exempt from the right to access under the Personal Data Privacy Acts

IV. I am aware of and may contact the Company who shall be able to answer my questions about the collection, use, cross-border data transfer and disclosure of my Personal Data and who shall assist me in checking my Personal Data retained in the Company’s records. The Company shall take my instructions to make any necessary corrections and/or changes to my Personal Data and any amendments to consents given earlier by me that I would like to change in relation to the collection, retention, use and/or disclosure of my Personal Data and shall advise me of the consequences, if any, of making such amendments to consents furnished earlier.

I acknowledge and agree to the above

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_