

## **WORKIN'S PRIVACY POLICY**

Last update: 18 June 2021

### **INTRODUCTION**

We respect your privacy and are committed to protect the personal information of our users. This Privacy Policy applies to the weareworkin.co website (the "Website"), Workin's social media and messaging channels - telegram, whatsapp, instagram, linkedin (collectively, the "Channels"), and governs data collection, processing and usage in compliance with the Personal Data Protection Act 2012 (No. 26 of 2012) of Singapore ("PDPA"). By using the Website and Channels, you consent to the data practices described in this policy.

### **COLLECTION OF PERSONAL INFORMATION**

Your personal data will be sent to us when you visit us and follow our channels. We may monitor the website with cookies and similar devices. For example, we may monitor the times you visit our Website. We will not be able to identify individuals because some of this data will be aggregated or statistical.

### **ADDITIONAL PERSONAL INFORMATION THAT MAY BE COLLECTED**

Workin may collect and process:

- 1) Personal data, such as:
  - a) Your name, email address, number, organisation name, purpose of your enquiry and any other information you provide ("Personal Information"), when you contact us/ participate in our surveys and channels; and
  - b) Details contained in the relevant document that you key in when you use our services, including but not limited to I Want In, I Need People (collectively, the "Services").
  
- 2) Information about your computer hardware and software when you use our Website. The information can include your IP address, browser type, domain names, access times and referring website addresses. This information may be used by Workin for the operation of Workin's Services, to maintain quality of the Services, and to provide general statistics regarding use of the Website.

## **USE OF PERSONAL INFORMATION**

Workin uses the collected information:

1. To operate the Website, Channels and deliver the Services;
2. To process, and where necessary, respond to your application, enquiry or request;
3. To gather customer feedback;
4. To inform or update you of other products or services available from Workin and its affiliates, where you have consented to be contacted for such purposes;
5. To monitor, improve and administer the Website, Channels and Services, and to provide general statistics regarding users of the Website and Channels;
6. To update you on changes to the Website, Channels and Services.

## **NON-DISCLOSURE**

Workin will not share your Personal Information with third parties, without your consent. If Workin shares such information with external partners for statistical or related analysis, they will maintain confidentiality, and may only use your Personal Information for purposes previously agreed upon.

## **DISCLOSURE OF PERSONAL INFORMATION**

Workin will not disclose your Personal Information without notice unless mandated by law or when we reasonably believe it to be necessary to comply with any legal process served on Workin, safeguard Workin's rights or property, or under exceptional situations, to protect the safety of Website users, Channel users or the general public. We may disclose your personal information to third parties if required by prospective or actual sellers or buyers of Workin's business or assets.

## **USE OF COOKIES**

The Website may use "cookies" to help you personalize your online experience. A cookie is a text file that is placed on your hard drive by a web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

Third parties (e.g. analytics software) may use Cookies, likely to be analytical or targeting Cookies, which Workin has no control over. The Website uses Google Analytics. If you are

interested, please see <http://www.google.com/policies/privacy/partners> for Google's privacy policy. Most Web browsers automatically accept cookies. If you choose to reject cookies, you may not be able to access all parts of our Website.

## **SECURITY OF PERSONAL INFORMATION**

Keeping your Personal Information secure is important to us, and we seek to protect such information when it is delivered to us. However, no Internet-based service is foolproof. Any data transmission is at your own risk.

## **ACCESS TO, UPDATING, AND NON-USE OF YOUR PERSONAL INFORMATION**

Subject to the exceptions referred to in section 21(2) of PDPA, you have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please send an email to [hereatworkin@gmail.com](mailto:hereatworkin@gmail.com). There may be a small fee for this.

We strive to keep your Personal Information updated. If any such information changes, e.g. email address, contact number, please email us at [hereatworkin@gmail.com](mailto:hereatworkin@gmail.com). Either you or we may request for your Personal Information to be kept up to date. If you wish to remove your Personal Information from Workin databases, please contact us at [hereatworkin@gmail.com](mailto:hereatworkin@gmail.com).

## **LINKS TO OTHER WEBSITES**

Our Website and Channels may contain links to other websites. This Privacy Policy only applies to this Website and Channels.

## **CHANGES TO THIS STATEMENT**

Workin may update this Privacy Policy according to relevant laws, stakeholder feedback or business needs. You may review this Privacy Policy from time to time so as to be informed on the most updated version.

## **CONTACT INFORMATION**

Should you have any feedback on this Privacy Policy, please contact us at [hereatworkin@gmail.com](mailto:hereatworkin@gmail.com).