

PRIVACY POLICY

GRM RECRUITMENT LIMITED is firmly committed to a set of business principles and ethics that help drive our company forward.

One of these principles is respect for people and privacy and that begins with how we respect and protect the personal data we receive. To preserve the confidentiality of your personal data provided to us, we maintain the following data privacy principles:

- We only collect personal data that we believe to be relevant and required to conduct our business.
- We will not disclose your personal data outside GRM RECRUITMENT LIMITED unless we have your consent or are required by law.
- We aim to keep your personal data accurate and up-to-date.
- We maintain appropriate security systems designed to prevent unauthorized access to your personal data.

PERSONAL DATA WE HOLD

There are several broad categories of personal data held by GRM RECRUITMENT LIMITED: Customer records are kept for the purposes of providing services to our customers and direct marketing activities.

Personnel records are kept for human resources administration purposes such as managing the recruitment, hiring, payroll, appraisal and termination of personnel of GRM RECRUITMENT LIMITED.

Contractor records are kept for the purposes of engaging, managing, monitoring and appraising our professional relationships with contractors and their staff who provide services to GRM RECRUITMENT LIMITED.

Other records that contain personal data held by GRM RECRUITMENT LIMITED include records of our business partners, officers, shareholders, visitors and members of the public, and other operational and administrative records that contain personal data.

TRANSFER OF PERSONAL DATA

GRM RECRUITMENT LIMITED will disclose personal data when required to do so by law, for example, in response to a court order or a law enforcement agency's request.

GRM RECRUITMENT LIMITED may transfer your personal data to third parties such as employees, related companies, including subsidiaries and associated companies within the GRM RECRUITMENT LIMITED, joint venture partners, agents, independent contractors, business associates and service providers, as necessary for any of the purposes stated above. Where personal data is provided to third party organisations, the personal data will only be transferred to such third parties that respects privacy and are under a duty of confidentiality to the GRM RECRUITMENT LIMITED.

ACCURACY OF PERSONAL DATA

GRM RECRUITMENT LIMITED has certain procedures in place to maintain personal data at a reasonable level of accuracy, completeness and relevancy for the purpose for which the personal data is to be used. GRM RECRUITMENT LIMITED aims to keep your data accurate and up-to-date. However, we rely on you to disclose all material information to us and to inform us of any errors or changes in such information.

Individuals may amend their personal data, as appropriate, set out in "How You can Access or Correct Your Data" section below.

RETENTION OF PERSONAL DATA

GRM RECRUITMENT LIMITED policy is to retain personal data for no longer than is required to fulfill the purpose (or any directly related purpose) for which the data was to be used, subject to legal, statutory and regulatory requirements mandating the retention of data.

SECURITY OF PERSONAL DATA

GRM RECRUITMENT LIMITED has put in place appropriate physical, electronic, and managerial procedures to safeguard and help protect personal data against unauthorized or accidental access, processing, erasure or other use.

DIRECT MARKETING ACTIVITIES

If you prefer for your personal data not to be used for the purposes of direct marketing activities, please send an email, along with your name to info@grmsearch.com notifying us that you do not wish your personal data to be used for such purposes.

PERSONAL DATA COLLECTED THROUGH THIS WEBSITE

We may collect personal data through your use of www.grmsearch.com such as name, gender, age, telephone number and email address. Certain information about your computer may also be collected when you visit www.grmsearch.com, such as the type of internet browser and operating system you are using and the domain name of your Internet service provider. You are not required by law to provide your personal data. However, GRM RECRUITMENT LIMITED may not be able to provide you with the services you may require unless you provide the personal data sought from you.

USE OF PERSONAL DATA COLLECTED THROUGH THIS WEBSITE

GRM RECRUITMENT LIMITED uses the personal data collected through www.grmsearch.com primarily for supplying to you the services you require; to respond to your inquiries; to perform statistical analysis, analysis of website usage or customer requirements; direct marketing activities; and to notify you of any change to www.grmsearch.com or our services which may affect you.

COOKIES

Some of the web pages on www.grmsearch.com contain "cookies" to enhance your experience of the website. Cookies are text files placed in your computer's internet browser to store your preferences. Cookies, by themselves, do not provide your e-mail address or other personal data. GRM RECRUITMENT LIMITED only obtains this information when you choose to provide it to the website. However, once you choose to furnish the website with your personal data, such data may be linked to data stored in the cookie. Most browsers are initially set to accept cookies. If you would prefer, you can set your browser to disable cookies or inform you when they are set. But if you do, certain functionalities of this website may not be available to you.

ACCESS AND CORRECTION OF YOUR DATA

You can update or correct your personal data by sending an email request to us at info@grmsearch.com. GRM RECRUITMENT LIMITED will take reasonable steps to verify your identity before granting access or making corrections to your personal data to protect your privacy and identity.

HOW TO CONTACT US

If you have any questions or concerns about GRM RECRUITMENT LIMITED's Privacy Policy Statement including our data practices for www.grmsearch.com or its usage, you may contact us at info@grmsearch.com or write to the following address:

GRM RECRUITMENT LIMITED
Unit B 16/F
Two Chinachem Plaza
68 Connaught Road
Central
Hong Kong
+852 2836 6382

Unless specified otherwise, references in this site to "GRMSEARCH" and the "GRM" shall mean GRM RECRUITMENT LIMITED, its subsidiaries and affiliates in Hong Kong.

We may change this Privacy Policy Statement from time to time. We encourage you to check this Privacy Policy Statement occasionally to ensure that you are aware of the most recent version.

PROVISION OF PERSONAL INFORMATION

Provision of personal information by you is voluntary, but without your information, we may not be able to process your job application. www.grmsearch.com uses cookies. Cookies are pieces of information that a website sends to your computer while you are viewing the website. We and other companies use cookies for a variety of purposes. For instance, when you return to one of our sites after logging in, cookies provide information to the site so that the site will remember who you are. You can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies. If you turn cookies off, you won't have access to many features that make your web experience smoother (like the features mentioned above) and some of our services will not function properly.

RETENTION AND USE OF PERSONAL INFORMATION

We are an equal opportunity employer.

All applications received will be treated in strict confidence. If you are not hired for the post you applied for, your application will be retained. During this period, you may be considered for other appropriate openings either within the company or in our subsidiary or associate companies.

We may retain and use your personal information for all purposes relating to your application for employment with us, including the following:

- To process and manage your application.
- To assess your suitability to assume the job duties of the position for which you have applied.
- To determine preliminary remuneration and benefits package to be discussed with you subject to selection for the position.
- To process payroll benefits and other human resources functions if you are hired.
- For consideration of employment in our subsidiary or associate companies.
- For law enforcement, legal compliance, safety or security purposes.

SHARING OF PERSONAL INFORMATION

Personal information collected by us may be disclosed or transferred to the following classes of persons for the purposes relating directly or indirectly to your application for employment with us:

- Our subsidiary or associate companies.
- Agents or third parties, who are involved in fulfilling such purposes.
- Governments, law enforcement authorities, courts and tribunals.

ACCESS AND CORRECTION REQUEST

Under the Personal Data (Privacy) Ordinance, you have the right to ascertain whether we hold your personal data, and if we do, to request for a copy of the data and/or to request the correction of any of the data that is inaccurate. For requests for access to and/or correction of your personal data relating to your application, you may contact us at info@grmsearch.com or write to the following address:

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In this document, "we", "us", "our" or "the Company" refers to GRM RECRUITMENT LIMITED or our subsidiary or associate companies.