

접수번호 : SKIS 2026- ()

Singapore Korean International School

Consent Form for Personal Data Collection

Singapore Korean International School may collect, use, disclose or otherwise process personal data of employees and job applicants in accordance with the Personal Data Protection Act (“PDPA”). This applies to personal data in our possession or under our control, including personal data in the possession of organisations which we have engaged to collect, use, disclose or process personal data for our purposes.

1. Types of Personal Data

- Includes: Name, date of birth, address, photographs, contact details, telephone numbers, email address, family, educational qualifications, professional qualifications and certifications etc
- Method: Submission of application forms and documents

2. Collection, Use and Disclosure of Personal Data

- Personal data will be collected and used for assessing and evaluating your suitability for employment in any current or prospective position within the organisation.

3. Retention of Personal Data

- Includes: Submitted application forms and documents
- Period: 3 years (Personal data may be retained for as long as it is necessary to fulfil the purposes for which they were collected, or as required or permitted by applicable laws.)

4. Disposal of Personal Data

- Procedure: Collected personal information is destroyed after the end of the retention period in accordance with relevant laws and regulations.
- Method: Electronic data is permanently deleted and physical data is shredded.

5. Transfer of Personal Data

Singapore Korean International School does not entrust the processing of personal information to others without the consent of users.

Do you acknowledge that you have read, understood and agreed to the above? ☐ Yes ☐ No

Do you consent to the collection, use and disclosure of your personal data? ☐ Yes ☐ No

※ Personal Data Collection Signatory

Name Signature Date		Date of Birth	
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