

What is the purpose of this Privacy Notice?

Consort Bunkers Pte Ltd (“Consort”, “the company”, “we”, “us”) may be used interchangeably in this Notice.

This Privacy Notice (“Notice”) provides information regarding your personal data; what personal data we may collect from you, explain the purpose(s) of collecting and processing your personal data and what rights do you have over your personal data.

By visiting this website, www.consortbunkers.com.sg, you are accepting and consenting to the practices described in this Notice. This Notice only applies to this website. This website might provide hyperlinks to a third-party website whereby your personal data might be collected by a third-party website, in such circumstances, it is beyond this Notice or Consort’s control and Consort is not responsible for the privacy control of a third-party websites.

Who is responsible for any personal data collected?

Consort Bunkers Pte Ltd (Company Registration Number: 198802125N), a company incorporated in Singapore with its registered office at 61 Robinson Road, #16-02, 61 Robinson, Singapore 068893.

What personal data will be collected?

We will collect and process information of job applicant who might have apply to us directly through this website, career fair or recruitment related events. During recruitment stage we may collect and process information including but not limited to contact information (personal mobile number, email address and residential address), completed job application form, nationality and immigration status, work permit status, qualifications and experience, financial information and expectation and health condition (health condition data is strictly limited to assess eligibility for positions require fitness to work, e.g. vessel boarding required roles).

What is the purpose of processing your personal data?

We may process your personal data for many different purposes which are all derived and related for job application and recruitment process, this includes:

- human resources, talent management and internal management decision-making;
- to provide you the information that you may request from us (e.g. a detailed job description);
- regulatory compliance checks on employment related issues, including but not limited to immigration authority, workforce authority and trade-related authority;
- due diligence checks including but not limited to KYC/AML, fraud prevention, credit bureau, trade and sanction involvements and any other criminal-related issues;
- subject to job applicants consent, conduct verification with current or previous employers and educational institutions; and
- statistical analysis and research for the company to improve our recruitment process (any data used for this purpose will be anonymised, you will not be identified or identifiable during such processing).

Will my personal data be shared with other parties?

Your personal data may only be shared to:

- other companies that is within Consort Group (*Consort Group means Consort, Consort’s holding company, any of Consort’s subsidiaries and any subsidiary of its holding company*);
- authorised third party service providers to conduct applicant’s background screening and facilitate recruitment process; and
- government agencies and/or regulatory authorities as required by the applicable laws or court order.

Sharing of your personal data is strictly limited and granted only on a need to know basis or required by applicable laws.

How we secure your personal data?

We take precautionary steps suggested by applicable data privacy laws and regulatory in order to prevent any unlawful or unauthorised processing of your personal data. Any personnel (*Consort Group or a third party engaged*) involve with handling your personal data are enter into written agreement to ensure confidentiality obligation and uphold high data security standard when dealing with personal data.

How long do we hold your personal data?

If you are unsuccessful in your application, we will hold your personal data for 6 months and we may hold your personal data for a longer period of time, not exceeding 18 months, if there is legitimate business purpose such as there is a real likelihood you may be suitable for alternative roles in the near future and you consented to this proposal.

If you are successful in your application and join Consort, we will retain your personal data in accordance with our Internal Privacy Policy.

Your personal data, your rights

You may have certain rights in relation to your personal data we hold about you.

- Right of access – you have the right to access your personal data that we hold about you;
- right of correction – you have the right to correct any personal data held about you that is incorrect;
- right to amend inaccurate and incomplete data – you have the right to question the accuracy and incompleteness of your personal data and have it amended accordingly;
- right to restrict data processing – you have the right to restrict or object us from processing your data (*however, recruitment process may not be able to continue further if processing of your personal data is restricted*); and
- right to data portability – subject to certain conditions and technical feasibility, you have a right to request your personal data that you provided to us, to be transmitted to another party in a structured and commonly-used digital form.

Changes to our Privacy Notice

We will amend this Notice from time to time and will be date stamped so that you are aware when this Notice was last updated. Please check back frequently to see any updates or changes to this Notice.

This Notice was last updated in April 2025.

Contact

If you have any comments, questions or complaints relating to this Notice, please email to:

dpo@consortbunkers.com.sg