



NUFOSS SERVICES PTE. LTD

3 Pemimpin Drive, #08-03 Lip Hing Industrial Building, Singapore 576147

TEL: (65) 62581932 FAX: (65) 62598998

Email: info@nufoss.com.sg

Co Reg No: 198205351E GST Reg No: M2-0059012-X

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PERSONAL DATA POLICY

This is our Personal Data Policy ("Policy"), which sets forth types of Personal Data we may collect from you and how such information may be used. In order to prevent unauthorised access, collection, use, disclosure or similar risks, we have imposed security measures to protect the information you provide to us.

"Personal Data"

We only collect, use or disclose personal data for purposes for which an individual has given his or her consent. If you have provided Personal Data to us, you may at any time withdraw consent with reasonable notice and upon withdrawal of consent to the collection, use or disclosure for any purpose, we will cease such collection, use or disclosure of your Personal Data.

1. Types of Personal Data

The types of Personal Data that we collect may include, without limitation:

- i. Name
- ii. NRIC number / Passport number / FIN number
- iii. Mobile number
- iv. Vehicle number
- v. Personal email address
- vi. Photographs
- vii. Video and CCTV footage

By providing us Personal Data about other individuals you confirm that you are authorised to disclose and consent, on their behalf, for the purposes as described or other purposes for which your consent has been obtained.

2. Purposes for

We collect and use the Personal Data for the following purposes:

If you are a Customer

- i. Providing products and services and to communicate with customers as part of providing products and services
- ii. Evaluating our products and services and how we can improve its products and services
- iii. Responding to queries or comments on our products and services
- iv. Keeping you updated on developments on our products and services, business developments and other corporate events.

If you are a Vendor / Business Partner / Service Provider

- i. Supplying information on products and services and providing support between you and us
- ii. Keeping you informed of our evaluation and new requirement of your Products and services. Updating you with information of our organization, development and changes.
- iii. Providing feedback on the products and services provided by you



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Others

- i. Conducting due diligence / background checks on job. internship and industrial attachment applicants
- ii. Facilitating attendance at events / functions organised by or together with us

3. Disclosure

Personal Data that we collect may be disclosed to the following in the course of our business:

- i. Banks and other financial institutions for purposes of payments and transactions, including the provision products and services, between us
- ii. Our service providers who have been retained to perform services on our behalf, such as:
 - a) Service providers who provide services, including IT and outsourcing services, vendors, consultants that have been engaged to help manage, operate, administer and/or run our operations and business process or provide services to facilitate our provision of products and services;
 - b) Professional advisors, including financial and legal advisors, tax advisors, auditors, insurers and insurance brokers where relevant; and
 - c) External contractors to provide consultancy and services, including travel agencies which may be assigned by our Customers / Principals overseas where disclosure is needed, in which case we have requested them to ensure confidentiality & security of disclosed Personal Data.
- iii. In addition, we may also disclose Personal Data in the following circumstances:
 - a) if required to do so by law or request from any governmental authority, body or regulatory authority; or
 - b) for compliance with any court order and investigations or for legal proceedings.

4. Retention of your Personal Data

Your Personal Data will typically be retained by us for as long as it is required for the required or relevant purposes, generally for a period not longer than 7 years after the original purposes have ceased to be applicable, unless otherwise required by law or other mandatory directions by court or government authorities.

We will not retain your Personal Data of unsuccessful job, internship or industrial attachment applicants for longer than 1 year (for the purposes of evaluating your suitability for future job openings, unless you inform us otherwise).

5. Protection of your Personal Data

We have set up security measure to protect your Personal Data. For electronic records, only limited information can be reviewed, and full details can only be viewed or used by authorized personnel for specific purposes in retrieving and/or correcting the Personal Data.



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6. How to Contact Us

Please contact us if you have any questions or comments about this Policy or our practices on Personal Data:

Email address: info@nufoss.com.sg

Mailing address: Data Protection Officer
Nufoss Services Pte Ltd
3 Pemimpin Drive #08-03
Lip Hing Industrial Building
Singapore 576147

7. Correction, updating & withdrawal of your Personal Data

We shall keep Personal Data collected from you as accurately and completely as provided. You may contact us at above contact details (Refer to item 6) if there is any change or update that requires correction of your Personal Data in our records, questions on our use of your Personal Data, request to withdraw your consent for our use of your Personal Data or to provide any feedback with following information:

Your name and an email address or your mailing address

The nature of our relationship with you

Your request regarding your Personal Data

Your preferred mode of response

We shall endeavor to acknowledge the receipt within 7 working days after receipt of your request. We may contact you for supporting documentation or further details from you as requested by us.

For withdrawal of your consent for our use of your Personal Data, you understand it may affect our provision of Product & Services to you or business dealing with you.

On your request for information and withdrawal, we may charge a reasonable fee to cover the administrative costs that may be incurred in retrieving and responding to your request in addition to any related printing & postage costs.

8. Updates to this Personal Data Notice

Please note that this Policy may be changed from time to time and without prior notice to you.

Effective date: 2 July 2014