



TAT SENG PACKAGING GROUP LTD

DATA PRIVACY POLICY STATEMENT

This statement outlines Tat Seng Packaging Group Ltd's compliance with Singapore's Personal Data Protection Act 2012 (the "**Act**"). This policy statement applies to all Personal Data (as defined below) of Tat Seng's immediate and/or prospective customers, suppliers, employees and shareholders (unless otherwise specified) which have been received by Tat Seng Packaging Group Ltd (hereinafter, "**Tat Seng**", "**Tat Seng Group**", "**we**" or "**us**").

1. Collection and Purpose of Personal Data

1.1. In the course of your dealings with Tat Seng Group, we may request that you provide data and information about yourself ("**Personal Data**") which may include, but are not limited to, your name, company industry, postal address, e-mail address, NRIC/FIN/Passport number, photograph or video image of an individual, mobile telephone number and any other personal information related to you for the purposes of:-

- marketing our products and services to you;
- facilitating communication with you;
- processing your request and/or application, including job applications;
- performing and undertaking data analytics or research;
- dealing with customer relationship management procedures, for example in relation to customer's feedback;
- operating and managing our business operations;
- taking, delivering, and handling orders, products and services;
- complying or meeting legal obligations, including complying with court orders, valid discovery requests, etc;
- protecting the rights or property belonging to us, you, our other customers or any other third party;
- conducting internal investigations; or
- for any other purpose disclosed to you at the time we collect the information,

and you agree and consent to Tat Seng using and processing your Personal Data in the manner as identified in this statement.

1.2. Depending on the product or service concerned, your Personal Data may also be disclosed to:-

- any companies within Tat Seng Group (including Tat Seng Group's subsidiaries or related companies), including those which may be established in the future;
- Tat Seng Group's holding company;
- any of Tat Seng Group's external advisors, service providers, agents, consultants and insurers;
- our business associates that provide related services or products in connection with Tat Seng Group's business; and
- courts, arbitrations, tribunals and regulatory authorities in accordance with the law,

for the purposes as set out in paragraph 1.1 above.

2. Safety of Personal Data

1.1. Reasonable efforts will be made to ensure that any Personal Data held by Tat Seng Group is stored securely.

1.2. We require that organisations outside Tat Seng Group which handle or obtain Personal Data as service providers and/or business associates of Tat Seng under strict confidentiality undertakings or agreements to protect the confidentiality and Personal Data.

3. Your Rights of Access and Correction

1.1. You have the right to request access to or correction or rectification of your Personal Data or limit the processing of your Personal Data, or seek further information from us, and in this respect, you may:-

- subject to the Act, request for information about the ways in which your Personal Data has been or may have been used or disclosed by us within a year before the date of request;
- request that we correct any of your Personal Data that is an error or omission;
- register your telephone number with Do Not Call ("DNC") Registry, and we will not send you promotional and marketing messages; and
- on giving reasonable notice to us, withdraw your Personal Data, in full or in part, your consent given previously to us.

1.2. If you wish to access, correct, rectify or withdraw your Personal Data, or limit the processing of your Personal Data, please send your request to dpo@tspg.sg.

1.3. In respect of your right to access and/or correct your Personal Data, we have the right to refuse your requests to access and/or make any correction to your Personal Data for the reasons permitted under law, including under the Act.

4. **Retention of Personal Data**

We retain Personal Data for as long as necessary for the fulfillment of the purposes for which it was collected or to which you have given your consent, except where otherwise provided by law.

5. **General**

Tat Seng reserves its sole discretion to change, modify, add, amend, vary and/or remove any terms, in full or in part of this statement at any time and you should check this page periodically for changes. You acknowledge and agree that by using this website and providing your Personal Data to us, you shall be deemed to be bound by terms and conditions set forth herein.