

PERSONAL DATA PROTECTION POLICY
(As of 1 July 2014)

1. This Personal Data Protection Policy sets out the terms and conditions relating to the collection, use and disclosure of personal data in accordance with the statutory requirements as set forth in the Personal Data Protection Act 2012 of Singapore (the “Policy”).
2. This Policy shall apply to all related companies under the WPG South Asia Group (the “Company”).
3. The term “Personal Data” is defined to include data, whether true or not, about an individual who can be identified from that data; or from that data and other information to which the organisation has or is likely to have access.
4. By communicating and submitting Personal Data to the Company, you acknowledge, agree and consent to the Company in the collection, use and disclosure of the same in accordance with the terms and conditions set forth herein.

5. Collection of Personal Data:

Generally, the Company collects Personal Data from customers, prospective customers, suppliers, vendors, agents, representatives and third parties through the following methods:

- 5.1 Submission of application forms any other documents relating to the goods and services offered by the Company;
- 5.2 Communication with the employees, agents and/or representatives of the Company through telephone calls, emails, letters, text messages, face-to-face meetings or faxes;
- 5.3 Accessing or utilising the websites, software applications or interactive and common sharing platforms established by the Company; and/or
- 5.4 Receiving referrals from customers, prospective customers, suppliers, vendors, agents, representatives and third parties.

6. Purposes for the Collection, Use and Disclosure of Personal Data:

The Company collects Personal Data from customers, prospective customers, suppliers, vendors, agents, representatives and third parties for purposes relating to the goods and services offered by the Company, including but not limited to:

- 6.1 Attending to queries relating to the goods and services offered by the Company;
- 6.2 Processing the purchasing orders submitted to the Company in respect of the goods and services offered by the Company;
- 6.3 Attending to feedback and handling of complaints relating to the goods and services offered by the Company;
- 6.4 Preparing transaction documents, purchase contracts, tax invoices and/or other documents relating to the goods and services offered by the Company;
- 6.5 Submission of shipping documents for delivery of the goods and services offered by the Company;

- 6.6 Providing customer service support in relation to the goods and services offered by the Company;
- 6.7 Conducting market research and survey; and/or
- 6.8 Processing job application within the Company.

7. Disclosure of Personal Data

Subject to the extent where permissible by the Personal Data Protection Act 2012, its regulations and other applicable laws, Personal Data may be disclosed by the Company for the abovementioned purposes to the following parties on a need-to-know basis:

- 7.1 Any customer, prospective customer, supplier, vendor, agent, representative and third party that may be relevant to the dealings between you and the Company or the goods and services offered;
- 7.2 the Company's professional advisors including but not limited to auditors and/or solicitors;
- 7.3 Any governmental authority, statutory board or enforcement agency for the purpose of compliance with any applicable laws, regulations, guidelines and/or schemes in force for the time being; and/or
- 7.4 Any other party whom you authorise the Company to disclose your Personal Data to.

8. Do-Not-Call (DNC) Registry

In line with the provisions relating to the Do-Not-Call (DNC) Registry, the Company will not send any telemarketing messages to Singapore registered telephone numbers that are registered on the DNC Registry through voice calls, text messages or faxes unless where you have given the Company your clear and unambiguous consent in writing to the Company. Such consent, may be withdrawn by you at any time in writing to the Company.

9. Contact Information

You may contact the Company in writing for any other matters set forth below:

Data Protection Officer
WPG South Asia Group
16 Tai Seng Street
#05-00 Singapore 534138.

- 9.1 You have any question or feedback relating to this Policy;
- 9.2 You have any question, feedback or complaint relating your Personal Data collected, used and/or disclosed by the Company;
- 9.3 You wish to withdraw your consent to any use of your Personal Data collected by the Company;
- 9.4 You wish to obtain access and/or request for correction of your Personal Data collected by the Company.