

PERSONAL DATA PROTECTION

SKYQUICK INTERNATIONAL PTE LTD DATA PROTECTION POLICY

YOUR PERSONAL DATA IS IMPORTANT TO SKYQUICK INTERNATIONAL PTE LTD

Your personal data is important to us and it is our policy to respect the confidentiality of information and the privacy of individuals. This Policy outlines how we manage the personal data we hold in compliance with the Personal Data Protection Act in Singapore (the "Act") and applies to all departments in SkyQuick International Pte Ltd (collectively, "SkyQuick", "we", "us" or "our"). We also comply with local data protection and privacy laws in our operations out of Singapore.

WHAT TYPES OF PERSONAL DATA DO WE COLLECT?

We may collect and hold personal data of persons/entities including but not limited to:

- customers;
- job applicants and employees;
- service providers; and
- other people who we may come into contact.

Examples of such personal data include biodata, contact details, account information and your preferences, queries, requests and feedback.s

HOW DO WE COLLECT YOUR PERSONAL DATA?

The ways in which we may collect your personal data include (but are not limited to) collecting directly or indirectly from you or your authorised representatives in the course of:

- you visiting our websites, etc;
- you using our products or services;
- you contacting us with your queries, requests or feedback;
- our conducting or completing of transactions;
- our conducting interviews.

WHAT KIND OF PURPOSES DO WE COLLECT YOUR PERSONAL DATA FOR?

In general, we may use your personal data for the following purposes:

- conducting and completing transactions (e.g. processing orders and payments; providing products or services that have been requested);
- providing customer service (e.g. responding to queries and requests; informing you about service status and product updates; sending you alerts and newsletters);
- complying with applicable laws, regulations and other requirements (e.g. providing assistance to law enforcement agencies, regulatory authorities and other governmental agencies; performing internal audits);
- performing evaluations (e.g. assessing suitability of employees).

WHEN DO WE COLLECT YOUR NRIC OR OTHER NATIONAL IDENTIFICATION NUMBERS?

We will not collect your NRIC or other national identification numbers (such as Birth Certificate numbers, Foreign Identification Numbers (FIN), Work Permit numbers and passport numbers), or copies of such documents, unless required by law or where it is necessary to accurately establish or verify your identity to a high degree of fidelity.

HOW DO WE USE AND/OR DISCLOSE YOUR PERSONAL DATA?

We will only use, disclose and/or transfer your personal data for the purposes you have been notified of and consented to, or which are permitted under applicable laws and regulations.

We will not sell, rent or give away personal data to third parties for commercial purposes without your consent.

WHO DO WE SHARE YOUR PERSONAL DATA WITH?

Depending on the product or service concerned, personal data may be disclosed or transferred to:

- other departments within SkyQuick;
- our service providers and specialist advisers/institutions who have been contracted to provide administrative, financial, legal, accounting, information technology, research or other services;
- anyone authorised by you, as specified by you or in any contract with you.

Where personal data is disclosed or transferred to organizations outside of SkyQuick who handle or obtain personal data as service providers to SkyQuick, we require such organizations to acknowledge the confidentiality of such personal data, undertake to respect any individual's right to privacy and comply with the Act and this Policy and use such personal data only for our purposes and otherwise follow our reasonable directions with respect to this data.

In addition, where personal data is transferred overseas and we may need to process or deal with your personal data outside Singapore, we will ensure that such transfer is in compliance with the Act and this Policy or is permitted under applicable data protection and privacy laws and regulations.

HOW DO WE MANAGE, PROTECT AND STORE YOUR PERSONAL DATA?

We have appointed Data Protection Officer ("DPO") to oversee our management of personal data in accordance with the Act.

We regard breaches of your privacy very seriously and we have implemented measures to secure and protect your information, such as training our employees who handle your personal data to respect the confidentiality of such personal data and your privacy, storing personal data in a combination of secure computer storage facilities and paper based files and other records, taking steps to protect the personal data we hold from misuse, loss, unauthorised access, modification or disclosure.

However, you will appreciate that it is not for us to perfectly secure your personal data from cyber-attacks, such as hacking, spyware and viruses. Accordingly, you will not hold us liable for any unauthorised disclosure, loss or destruction of your personal data arising from such risks.

The Act also requires us not to store personal data longer than necessary. We will cease to retain your personal data when we no longer require such personal data for the purposes, we originally notified you of or for any business or legal needs.

HOW DO WE KEEP PERSONAL DATA ACCURATE AND UP-TO-DATE AND HOW TO EXERCISE YOUR RIGHT TO CORRECT THE PERSONAL DATA WE HOLD OF YOU?

We endeavour to ensure that the personal data we hold about you is accurate and up to date. We realise that such personal data changes frequently with changes of address and other personal circumstances. We encourage you to contact us as soon as possible to update any personal data we hold about you. Please complete the Personal Data Correction Form and send to our DPO. Our contact details are set out below. We may require you to verify your identity.

HOW TO EXERCISE YOUR RIGHT TO ACCESS THE PERSONAL DATA WE HOLD OF YOU?

To make a request to access the personal data we hold about you, please contact our DPO in writing using the Request to Access Personal Data Form. We will require you to verify your identity and to specify what data you require. We may charge a fee to cover the cost of verifying the application and

locating, retrieving, reviewing and copying any material requested. If the data sought is extensive, we will advise the likely cost in advance and can help to refine your request if required.

HOW TO EXERCISE YOUR RIGHT TO WITHDRAW YOUR CONSENT?

To make a request to withdraw your consent previously given, please contact our DPO.

WHAT IF YOU HAVE A COMPLAINT?

If you consider that any action of SkyQuick breaches the Act or this Policy, you can make a complaint to the Coordinating DPO by completing the Complaint Form. We will endeavour to act promptly in response to a complaint.

HOW TO CONTACT US?

The Personal Data Protection Officer at the following addresses:

Name: Mr. Daniel Oakes, Data Protection Officer

Email: DPO@SkyQuickinternational.com

Postal Address: 202 Bedok South Ave 1 #01-16 Singapore 469332

Telephone Number (O): +65 6908 0210

UPDATES TO THIS POLICY

This Policy will be reviewed from time to time to take account of new laws and technology, changes to our operations and practices and the changing business environment. This Policy was last updated on 30 September 2022. If you are unsure whether you are reading the most current version, please contact us.

THIRD PARTY PRIVACY POLICIES MAY APPLY

Our website may contain links to websites operated by third parties. If you visit such third-party websites, this Personal Data Protection Policy may not apply.