



## Hi-P Personal Data Protection Policy

We take your data protection seriously and we will only collect and use personal data as stated in this Hi-P Personal Data Protection Policy.

### **1. Collection and Use of Personal Data**

We will only use or disclose your personal data with your consent or as authorized by applicable laws and regulations. The personal data collected may include:

- Name
- NRIC or FIN number / Passport number /
- Date of birth
- Photograph
- Thumbprint
- Gender
- Residential address
- Email address
- Telephone / Mobile number

We may collect, use or disclose your personal data provided to us (whether directly or on your behalf) for any or all of the purposes specified below:

Managing, investigating or responding to feedback, request, claims or complaints provided or made by you.

Managing job applications, employment relationships, etc. by human resource department.

Administrative or security management within our group of companies.

Transactions with third parties including businesses, financial institutions, etc.

Conducting due diligence or background checks that are mandated by legislation or our internal policies or practices.

Any other purposes as notified by us from time to time.

Your personal data will be retained by us and will be accessible to our employees and third parties engaged by us for any of the purposes listed above. You authorize us to (a) disclose all or any of your personal data to such third parties, and (b) collect your personal data from any other sources available to us (including credit referral agencies).

You shall be responsible for the accuracy of your personal data provided to us. Any insufficient or incorrect personal data provided to us by you may result in delays or failure in any of your dealings with us.

### **2. Confidentiality of Personal Data**

Personal data provided to us by employees, customers or visitors will be kept confidential and will only be disclosed for the purposes stated in this Hi-P Personal Data Protection Policy. We may disclose personal data to third parties who perform certain tasks relating to the provision of our products or services. All such third parties are required by us to adhere to the relevant laws and regulations, to use the personal data strictly to provide the products or services, and to maintain the confidentiality of the personal data.

Any questions, comments, suggestions or information (other than personal data) provided to us by employees, customers or visitors will be deemed voluntarily provided to us on a non-confidential and non-proprietary basis. We may use, reproduce, disclose transmit, publish, broadcast or post elsewhere such information in connection with the development, manufacture and marketing of products or services, to meet the needs of our customers or visitors or for any other purpose.

We will only disclose your personal data without notice to you if required to do so by any law, or in the good faith belief that such disclosure is necessary to:

Comply with legal process, or compulsion of an order of court or governmental agency served on us or any member of the Hi-P group of companies.

Protect our rights, property or safety, or that of the Hi-P group of companies, its employees, customers, visitors or others.

This Hi-P Personal Data Protection Policy applies only to personal data collected by us. We are not responsible for the personal data practices or policies of other persons or entities (including our suppliers).

### **3. Access Request / Withdraw of Consent / Updating of Personal Data**

You may contact us via email ([DPO@hi-p.com](mailto:DPO@hi-p.com)) to (a) request for access to your personal data, (b) withdraw your consent to our use or disclosure of your personal data, or (c) update or correct your personal data. Requests to withdraw your consent to the use or disclosure of your personal data may result in delays or failure in any of your dealings with us.

### **4. Security of Personal Data**

Personal data collected by us will be (a) safely and securely stored, and (b) disposed when no longer needed by us for business or legal purposes.

### **5. Changes to Hi-P Personal Data Protection Policy**

We may change the Hi-P Personal Data Protection Policy at any time without prior notice to our employees, customers or visitors.

### **6. Contact Us**

If you have any questions about our data protection policy or practice, you may contact our Data Protection Officer via email ([DPO@hi-p.com](mailto:DPO@hi-p.com)).