



## SSW GROUP PERSONAL DATA PROTECTION POLICY

### 1. INTRODUCTION

The Personal Data Protection Policy of Singapore Storage & Warehouse Pte Ltd and its subsidiaries, collectively referred to as "SSW Group," outlines our commitment to safeguarding your personal data and your rights regarding the collection, processing, and protection of this data. This policy outlines how SSW Group manages Personal Data in compliance with the Singapore Personal Data Protection Act (No. 26 of 2012) and the Personal Data Protection (Amendment) Act 2020 (the "Act"). For more information about the PDPA, please visit the Personal Data Protection Commission's website at [PDPC Website](#).

### 2. DEFINITION OF PERSONAL DATA

- 2.1. In this Personal Data Protection Policy, "Personal Data" refers to any information, whether accurate or not, that can identify an individual directly or indirectly. This includes data we have access to or may access over time.
- 2.2. Examples of Personal Data include but are not limited to, names, NRIC, passport or other identification numbers, contact information (phone numbers, addresses, and email addresses), and other details you provide to us during interactions.

### 3. COLLECTION AND PROCESSING OF PERSONAL DATA

- 3.1. We collect Personal Data in various ways, including:
  - a. When you submit forms or applications to us.
  - b. When you make inquiries, requests, or provide feedback.
  - c. When capturing your images through CCTV cameras or during events hosted by us.
  - d. When responding to requests for additional Personal Data.
  - e. When you request to be included in our mailing lists.
  - f. When you participate in surveys, market research, or other interactions.
  - g. When you browse our websites.
  - h. When you provide documents for job applications.
  - i. When interacting with our staff via different communication channels.
  - j. When submitting any other information for various purposes.
- 3.2. While browsing our website, you can do so without disclosing Personal Data unless necessary for us to respond to your requests or for direct communication with you.
- 3.3. If you provide Personal Data regarding a third party, you must ensure you have obtained their consent for providing their Personal Data for the intended purposes.



3.4. You are responsible for ensuring the accuracy and completeness of the Personal Data you provide. Inaccurate or incomplete information may affect our ability to provide requested products or services.

#### **4. PURPOSES FOR COLLECTION, USE, AND DISCLOSURE OF PERSONAL DATA**

4.1. We collect, use, and disclose Personal Data for various purposes, including:

- a. Handling inquiries, requests, and feedback.
- b. Processing job/internship applications and recruitment.
- c. Verifying identities.
- d. Administrative tasks and compliance with policies.
- e. Facilitating business asset transactions.
- f. Conducting surveys, market research, and analysis.
- g. Crime prevention, detection, and investigation.
- h. Safety and security management.
- i. Legal and regulatory compliance.
- j. Dispute resolution and investigation.
- k. Other relevant purposes.

#### **5. DISCLOSURE OF PERSONAL DATA**

5.1. We take measures to protect your Personal Data from unauthorized disclosure.

5.2. By interacting with us, you authorize us to disclose Personal Data to:

- a. Our related corporations and affiliates.
- b. Recruitment agencies.
- c. Service providers.
- d. Business partners, investors, or assignees.
- e. Banks and their service providers.
- f. Professional advisers.
- g. Government bodies and authorities.
- h. Other organizations for evaluative purposes.
- i. Parties authorized by you.

#### **6. RETENTION OF PERSONAL DATA**

6.1. We retain Personal Data for the duration necessary to fulfill the purposes for which it was collected unless required by law.

#### **7. USE OF COOKIES AND SIMILAR TECHNOLOGIES**

7.1. We use cookies and similar technologies for improving the website and tracking user activities. Your browsing experience may be impacted if you disable these technologies.



## **8. RIGHT TO WITHDRAW CONSENT, REQUEST ACCESS, AND CORRECTION**

8.1. You have the right to withdraw consent, request access to, and correction of your Personal Data. If you wish to exercise these rights, please contact our Data Protection Officer at:

Email: [dpo@ssw.sg](mailto:dpo@ssw.sg)

Address: 102 Pasir Panjang Road, Singapore 118528

8.2. Please note that withdrawing consent may affect existing contractual relationships.

## **9. CHANGES TO POLICY**

9.1. We may update this policy from time to time by posting the updated version on our website. It is your responsibility to periodically review this policy to stay informed about any changes.

## **10. GOVERNING LAW**

10.1. This Personal Data Protection Policy is governed by the laws of Singapore.