

DIMAR-TEC'S PRIVACY POLICY v1

1. Introduction

DIMAR-TEC PTE LTD understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of everyone. This includes our applicants, current and former employees, suppliers, partners and customers. We want you to be confident that any personal information collected will be used in accordance with our obligations and your rights under the law.

2. Who we are

We are a company registered in Singapore and our registered office address is at 7 Toh Guan Road East, 08-06 Alpha Industrial Building, Singapore 608599.

3. What information will we collect

"Personal data" means any and all data that relates to an identifiable person who can be directly or indirectly identified from that data. In this case, it means personal data that you give to us.

To put it very simply 'Personal data means any information about you that enables you to be identified. While it covers the obvious items such as your name and contact detail, it also covers less obvious information such as identification numbers.

Depending on it's use, we collect data from:

Applicant, Employees (current and former)

To consider you for employment, we need to process certain information about you. We only collect details that help us provide what is required as part of your application process or employment. These details includes your name, IC #, age, marital status, contact details, education details, employment history, family details, next of kin, immigration status, passport size photos, passport copies, bank account details, utility bill and other relevant information required for the purposes of your employment or that you may choose to share with us. Where appropriate, we may also collect information of a more sensitive nature such as information related to your health or details of any criminal convictions.

Please rest assured that while you consent to our using some of the information provided by you in the registration forms and other information, none of the confidential business information to third parties.

Customers

To enable us to communicate with you and to ensure that we meet certain legal requirements, we need to have certain details of yours or details of individual contacts at your organization such as their names, telephone numbers, position and e-mail addresses.

We ensure that our marketing communications to you are relevant and timely.

Partners/ Suppliers of goods and services

We collect a small amount of information from our Suppliers to ensure that operations work properly. We need contact details of relevant individuals at your organization so that we can communicate with you. We also need other information such as your bank details so that we can pay for the goods and services you provide (if this is part of the contractual arrangements between us).

Website users

We collect a limited amount of data in our website if you want to subscribe to our newsletters. This includes information like your name, title and email address.

4. What we do with your information and how we use

In order to conduct business and fulfill our legal and contractual obligations, we need to perform legitimate and fundamental processing activities. We use the information to:-

- Establish and maintain contracts
- Make sales to your company;
- Provide after-sales service;
- Invoice, remit payment and collections
- Marketing and other promotional communications
- Legal and regulatory obligations
- Respond to enquiries, request and complaints
- Training and certification
- Employment processing
- Complete administrative tasks, and that may mean your information is sent to other companies for that purpose;
- Telecommunication support services
- Emergency communications

5. Who will access or receive the data

We need to share personal information we process with individuals themselves and also with other organizations. The below list contains description of the types of organizations with which we may need to share some of the personal information we process.

- Office colleagues
- Local government and law enforcement authorities
- Financial institutions
- Current, past and future employers
- Customers
- Employment and recruitment agencies
- Family members or representative of the person whose personal data we are processing
- Partners, suppliers and service providers
- Survey and research organizations

6. Your Rights

In situations where we request and receive your consent to perform processing, we are also obliged to stop such processing if you decide to withdraw your consent.

Under certain circumstances you have rights regarding your personal data. These are:

1. Access to a copy of your personal data
2. Object to processing that you object to
3. Stop receiving direct marketing material
4. Object to decisions being taken by automated means
5. Have inaccurate personal data rectified, blocked, erased or destroyed
6. Lodge a complaint with the relevant data protection authority

If you are an employee, and wish to exercise any of these rights, please follow the relevant company procedure. If you are not an employee, please contact DIMAR-TEC directly.

7. How Do I Contact You About My Personal Data?

To contact us about anything to do with your personal data and data protection, please use the following details:

Email: info@dimar-tec.com
Telephone number: +65 6565 0992

All enquiries should be for the attention of Mirriam Mejorada, Data Protection Officer (DPO).

8. How and Where Do We Store Your Data?

In alignment with our Quality Policy, most of the data are stored electronically and are kept in folders in the server which is shared within the office network. We also have ACT, a CRM solution which kept our companies contacts.

Hard copies of data or manual files are also maintained but very limited. This are kept in assigned folders stored in lockable steel cabinet, which can be accessed only by authorized personnel.

9. How long will the data be retained?

Retention of specific records may be necessary for one or more of the following reasons:

1. Fulfilling statutory or other regulatory requirements
2. Evidencing events/agreements in case of disputes
3. Operational needs
4. Historical and statistical purposes

We do not dispose our electronic record. It is archived annually. For our manual records/files, it is kept for five (5) years. Where we collect personal data for which we subsequently have

no use for any business purpose, we will then review and may destroy such personal data at our discretion.

10. Changes to Our Privacy Policy

We may change this Privacy Policy from time to time (for example, if the law changes). Any changes will be immediately posted on Our Site and you will be deemed to have accepted the terms of the Privacy Policy on your first use of Our Site following the alterations. We recommend that you check this page regularly to keep up-to-date.