



HONG FOK CORPORATION LIMITED

(Company Registration No.: 196700468N)

PERSONAL DATA PROTECTION POLICY

(UPDATED ON 26 FEBRUARY 2024)

1. PERSONAL DATA PROTECTION POLICY STATEMENT (THE “POLICY”)

- 1.1 This page contains the personal data protection and privacy policies adopted by Hong Fok Corporation Limited and its subsidiaries (the “Company”) in conducting its business activities and governing the use of this website in accordance with the Personal Data Protection Act 2012 (the “PDPA”). This Policy has been updated to incorporate the revisions of the PDPA up to December 2021.
- 1.2 The Company respects the privacy of individuals with regard to personal data and recognises the need to treat this personal data in an appropriate and lawful manner, and is committed to comply with its obligations in this regard, in respect of all personal data it handles.
- 1.3 This Policy applies in conjunction with any other policies, notices, contractual clauses and consent clauses that are applicable in relation to the collection, use and disclosure of your personal data by the Company. The Company may change some parts or all of the contents of this Policy from time to time, and you are advised to check the content of this Policy on a regular basis.
- 1.4 If you consider that this Policy has not been followed in respect of personal data about you or others, you should raise the matter with the Data Protection Officer (the “DPO”) as soon as possible.
- 1.5 This Policy shall be governed in all respects by the laws of Singapore.

2. COLLECTION AND USE OF YOUR PERSONAL DATA

- 2.1. Generally, the Company collects and uses your personal data for the following purposes:
 - 2.1.1 Administering and processing your job applications and employments;
 - 2.1.2 Administering your option to purchase or offer to lease a property;
 - 2.1.3 Administering sales, lease and/or license agreements of the Company’s properties and/or premises;
 - 2.1.4 Administering and maintaining shareholder relations which include, but are not limited to, reports, newsletters, publications, invitations and products from us;
 - 2.1.5 Security;
 - 2.1.6 Building maintenance;
 - 2.1.7 Internal record keeping; or

2.1.8 Project management;

2.1.8.1 Administration of contracts;

2.1.8.2 Managing construction work pass;

2.1.8.3 Business communication; and

2.1.8.4 Time entry monitoring.

2.2. For the purposes stated above, the Company may collect personal information via website, email, fax, telephone, application form, administrative form or other means. The personal information collected by the Company includes, but not limited to the following:

2.2.1 Name;

2.2.2 NRIC/FIN/Passport Number (where required under Singapore law);

2.2.3 Nationality;

2.2.4 Marital status;

2.2.5 Academic qualifications;

2.2.6 Date of birth;

2.2.7 Gender;

2.2.8 Name of your company;

2.2.9 Job title/profession;

2.2.10 Contact information such as email addresses, telephone and fax numbers;

2.2.11 Demographic information such as residential and/or mailing addresses, postal codes, preferences and interests;

2.2.12 Financial information such as bank account or credit/debit card numbers;

2.2.13 Employment history;

2.2.14 Signature; and

2.2.15 Photograph, including images captured via our CCTV cameras.

2.3. Any personal data supplied by you will be retained by the Company as long as is necessary according to our internal policy for the fulfilment of the business purposes stated above or is required to satisfy legal, regulatory or accounting requirements.

3. DISCLOSURE OF PERSONAL DATA TO THIRD PARTIES

- 3.1 The Company will take reasonable steps to protect your personal data against unauthorised disclosure. Subject to the provisions of any applicable law, your personal data may be disclosed, for the purposes listed above (where applicable), to the following:
- 3.1.1 Our management team and employees who have official business need to access your personal data;
 - 3.1.2 Agents, contractors or third party service providers who provide operational services to the Company, such as information technology support, security, training, or other services;
 - 3.1.3 Our professional advisers which include, but are not limited to, auditors, lawyers and consultants;
 - 3.1.4 Relevant government regulators, statutory boards or authorities or law enforcement agencies to comply with any laws, rules, guidelines and regulations or schemes imposed by any governmental authority; and
 - 3.1.5 Any other party to whom you authorise us to disclose your personal data to.
- 3.2 Apart from the purposes mentioned in 3.1 above, unless we are obliged or permitted by the PDPA to do so, your personal data will not be disclosed to third parties without your consent.
- 3.3 The Company requires third parties, which are exposed to your personal data, to acknowledge the confidentiality of this data and comply with the PDPA. However, the Company does not provide any warranty or take any responsibility of any misuse undertaken, or act of negligence by third parties.

4. CONSENTS

- 4.1 By submitting your personal data to us, you agree and consent to the collection, use and disclosure of your personal data by the Company for some or all of the purposes mentioned above.
- 4.2 If you provide us with personal information relating to a third party (e.g. information of your spouse, children, parents or relatives), you represent to us that you have obtained the consent of the third party to provide us with their personal data for the respective purposes.
- 4.3 You may at any time withdraw any consent given in respect of the collection, use or disclosure of your personal data by giving prior notice in the form of a formal written request addressed to the DPO.

-
- 4.4 Please allow the Company a reasonable period of time to cease the collection, usage and disclosure of your personal data after you have submitted your withdrawal request. **Please note that once consent is withdrawn, the Company will not collect, use and disclose your personal data, which will make us unable to fulfil our service to you.**

5. ACCESS, CORRECTION AND ACCURACY TO PERSONAL DATA

- 5.1 Some of your personal data may change frequently. Therefore, we encourage you to contact us as soon as possible should there be any changes on your personal data such as address, contact number, etc.
- 5.2 You may apply for a copy of your personal data held by the Company or request for your personal data to be updated or corrected by sending a formal written request to our DPO.
- 5.3 Within a reasonable period of time after receiving your request, we shall:
- 5.3.1 Provide you with a copy of your personal data under our custody and/or other relevant information in accordance with the PDPA; or
 - 5.3.2 Correct your personal data as soon as practicable and inform you that the correction has been made to your personal data; or
 - 5.3.3 Inform you that your request to access or correct your personal data is rejected, if the request was made in circumstances predefined by the PDPA where such access or correction is prohibited or not required.
- 5.4 You should ensure that all personal data submitted to us is complete, accurate, true and correct. Failure on your part to do so may result in our inability to provide you with information or services you have requested.

6. PROTECTION OF PERSONAL DATA

- 6.1 The Company will take reasonable measures to protect your personal data from unauthorised access, improper use or disclosure, unauthorised modification, unlawful destruction or accidental loss.
- 6.2 To ensure the protection of your personal data, all of our employees are required to keep personal data confidential and only authorised persons have access to such information.

7. PERSONAL DATA INCIDENTS AND BREACHES

- 7.1 If you suspect that the data provided to us has been involved in a cybersecurity breach, please contact our DPO. This may include, but is not limited to:

-
- 7.1.1 Theft or loss of devices such as a laptop, computer, storage device or mobile phone and documents containing personal data; or
 - 7.1.2 Cyber intrusion attacks such as hackers or malware that may lead to personal data leakage; or
 - 7.1.3 Physical security breaches to Company's facilities where personal data is stored.
- 7.2 In the event of a personal data breach, the notified party must inform the DPO as soon as practicable using the Personal Data Breach Report Form in **Appendix 1** to speed the identification of any damage caused, any restoration or repair and to facilitate the gathering of any associated evidence.

8. CONTACT OUR DATA PROTECTION OFFICER

- 8.1 Should you have a complaint or require more information about how we manage your personal data, please contact our DPO at:

Hong Fok Corporation Limited
300 Beach Road #41-00
The Concourse
Singapore 199555
Tel: (65) 6292 8181
Fax: (65) 6293 8689
Email: dpo@hongfok.com.sg
Attn: DPO

PERSONAL DATA BREACH REPORT FORM

IMPORTANT NOTICE

If you discover a personal data security breach, please notify the Data Protection Officer (“DPO”) immediately. Please complete this form and return it to the DPO at dpo@hongfok.com.sg as soon as possible. By submitting this form to the DPO, you consent to us using your personal information and contacting you for the purpose of investigating this report.

NOTIFICATION OF PERSONAL DATA BREACH

Date of breach	<input type="text"/>
Date of incident was discovered	<input type="text"/>
Name of person reporting incident	<input type="text"/>
Contact details	<input type="text"/>
Brief description of personal data breach	<input type="text"/>
Number of data subjects affected (if known)	<input type="text"/>
Brief description of any action since breach was discovered	<input type="text"/>
Please indicate if the incident has been reported to the Personal Data Protection Commission	Yes / No *

FOR INTERNAL OFFICE USE

Action taken:

Received by	:	<input type="text"/>	Verified by	:	<input type="text"/>
Designation	:	<input type="text"/>	Designation	:	<input type="text"/>
Department	:	<input type="text"/>	Department	:	<input type="text"/>
Date	:	<input type="text"/>	Date	:	<input type="text"/>

**delete where inapplicable*

