

Unisites Investments Private Limited

Data Protection Notice (this “Notice”)

Updated as at 21 March 2023

1. Overview and Scope

In this Notice, “we,” “us,” “our” or “Company” means Unisites Investments Private Limited (“UIPL”), “you”, “your” or “yours” means the persons to whom this Notice applies. “Personal Data” has the same meaning as that defined in the Personal Data Protection Act 2012 (the “PDPA”).

Your personal data privacy is important to us and we are highly committed to protecting and managing your Personal Data in a responsible manner in line with this Notice.

This Notice sets out the collection, use and disclosure of your Personal Data. “Personal Data” means any data or information, whether true or not, about an individual who can be identified either (a) from that data; or (b) from that data and other information to which UIPL is likely to have access to.

Personal Data excludes Business Contact Information which means an individual's name, position name or title, business telephone number, business address, business electronic mail address or business fax number and any other similar information about the individual, not provided by the individual solely for his personal purposes.

2. When and what kind of Personal Data do we collect?

UIPL may collect, use and disclose the following data about you:

1. When you provide Personal Data by filling in online or hardcopy forms when applying for UIPL’s services or feedback, asking queries, requests and other submissions;
2. If and when you contact UIPL (i.e., telephone calls, faxes and emails), we may keep a record of that correspondence;
3. If you enter into any contract with UIPL, sign up for any services from UIPL (e.g., joining UIPL as a partner, service provider, etc.);
4. If you participate in any events organised by UIPL; or
5. If and when you respond to any of UIPL’s notifications and other communication materials.

UIPL may collect the following kinds of Personal Data through the different channels mentioned above:

1. Full name;
2. Business and/or residential addresses;
3. Business and/or personal email addresses;
4. Mobile and business telephone numbers;

5. Signatures;
6. Any other information that on its own, or when combined with other information, can uniquely identify individuals.

3. What purposes does UIPL Collect, Use and Disclose Personal Data for?

UIPL may use the information we collect from you for any of the following purposes:

- a. To perform or carry out UIPL's obligations arising from any contracts entered between you and us;
- b. To enable UIPL's subcontractors, third-party partners, agents and service providers, to fulfil obligations/services as stipulated in your contract with UIPL;
- c. To handle services requests and enquiries;
- d. For payment administration purposes;
- e. For communications purposes;
- f. For government, audit and other regulatory and reporting purposes;
- g. For internal reporting and/or accounting purposes; and
- h. Purposes incidental to each or all of the above.

We may also contact you by any means of communication for which you have given us contact details, including but not limited to via email, telephone numbers, and post, for the purpose of getting your feedback or for providing you with information which we believe could be of interest to you or your organisation.

By your submission of your Personal Data to us, you consent to the onward disclosure of your Personal Data to these agents or service providers (as set out under point number 2 of "*What purposes does UIPL collect, use and disclose personal data for?*") and the processing of your Personal data by these agents or service providers.

We only collect, process, use or disclose such Personal Data, in accordance with this policy. If you are acting as an intermediary, or otherwise on behalf of a third party, or supply us with information regarding a third party, you undertake that you are an authorised representative or agent of such third party and that you have obtained consent from such third party to our collection, processing, use and disclosure of their Personal Data. Because we are collecting the third party's data from you, you undertake to make the third party aware of all matters listed in this policy by referring them to our agencies' website.

4. Consent for the collection and use of your Personal Data

You consent to the collection, use and disclosure of your Personal Data for the above-mentioned purposes and agree to be bound by the obligations it imposes on you, when you accept this Privacy Policy. You accept this Privacy Policy when you continue to browse UIPL's website, accept our provision of services or have any contractual relationship with us.

In this regard, you should ensure that all personal data submitted to us is complete, accurate and true at the time of submission. Failure on your part to do so may result in our inability to provide you with services you have requested.

Please note that if you do not consent to any of the above business purposes, UIPL may also be unable to meet the purposes for which the information was collected.

5. Does UIPL disclose Personal Data to third parties?

On occasion, UIPL may use third party partners, agents and service providers to assist us in the use of your Personal Data as outlined under point number 2 of "*What purposes does UIPL Collect, Use and Disclose Personal Data for?*" You consent to such use of your Personal Data by continuing to browse UIPL's website, accept our provision of services or have any contractual relationship with us.

UIPL will not transfer Personal Data within or outside Singapore unless it is ensured that the transferred Personal Data will be accorded a level of protection which is comparable to the protection under the PDPA or UIPL has obtained your explicit consent.

6. For how long does UIPL retain your Personal Data?

UIPL will cease to retain Personal Data, as soon as it is reasonable to assume that the purpose for collection of such personal data is no longer being served by such retention, and such retention is no longer necessary for legal or business purposes.

7. How does UIPL protect your Personal Data?

The Personal Data that we hold about you may be stored on servers in Singapore, on servers (in or outside Singapore) of whom we have transferred the Personal Data to in accordance with this Notice and on cloud servers (owned by Microsoft). UIPL implements a variety of security measures to maintain the safety of your submitted information. All electronic storage and transmission of personal data is secured and stored on managed servers with controlled access and appropriate security technologies.

Although every reasonable effort has been made to ensure that all personal data will be protected, UIPL cannot be responsible for any unauthorised use or misuse of such information and from risks which are inherent in all internet communications.

Your Personal Data will only be disclosed for the express purpose of delivering the service requested and shall not be sold, nor shall it be disclosed to any other company for any other reason whatsoever without your consent.

8. Access and Correction of Personal Data

Please contact us via dpo@nanfung.com should you wish to have access to or seek to update, correct or withdraw the consent to collect and use your Personal Data. Your email should identify yourself and state which Personal Data and information about its use and/or disclosure is requested.

Further Information

If you are concerned about the handling of your Personal Data, or if you have any complaints or queries related to your Personal Data or our Privacy Policy, please contact UIPL's Data Protection Officer at dpo@nanfung.com.

UIPL reserves the right to change this Notice with or without notice from time to time.

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