



**Nippecraft Limited**

**Data Protection Policy**

**With Effective from  
1<sup>st</sup> January 2021**

Nippecraft Limited is the parent company of a global group of subsidiaries (“Nippecraft Group”). Within Singapore, the company and its subsidiaries (“Nippecraft,” “we,” “us,” or “our”) are committed to safeguarding individuals' Personal Data and value our relationship with you.

This Personal Data Policy (“Policy”) explains the types of Personal Data we collect, how we may use or share it, and the steps we take to protect its security. It also outlines how you can contact us to update your Personal Data, ask questions, or provide feedback on our data protection practices.

"Personal Data" refers to any information that identifies an individual.

## **1. Personal data we collect**

We may collect the following types of Personal Data:

1. Name
2. NRIC, FIN, or passport number
3. Bank account details
4. Mobile number
5. Vehicle number
6. Personal email address
7. Residential address
8. Residential phone number
9. Photographs
10. Video and CCTV footage

You may provide this information personally or through authorised individuals such as superiors, colleagues, or family members. When you share information about others, you confirm that you are authorised to do so and have obtained their consent for our processing.

## **2. Purposes for collecting and using personal data**

We collect and use Personal Data only with your consent and for authorised purposes. If a new purpose arises, we will seek your consent before using your data for it. Depending on your relationship with us, we may use your data for the following purposes:

### **If you are a vendor/service provider/business partner:**

1. Conduct due diligence or background checks.
2. Facilitate the supply of products or services.
3. Keep you informed of policy updates.
4. Evaluate and improve our products and services.
5. Security clearance and event attendance (e.g. Trade Shows).

### **If You Are a customer:**

1. Conduct due diligence or background checks.
2. Provide and improve products and services.
3. Security clearance and event attendance (e.g. Trade Shows).
4. Communication about products, services or corporate events.

**Other Purposes:**

1. Evaluate job or internship applications.
2. Conduct due diligence for job applicants.
3. Manage events for charitable or community purposes.
4. Ensure security clearance and emergency communication.

We may also use Personal Data for purposes related to visa compliance, Nippecraft's business updates, or informing next of kin in emergencies.

**3. Sharing and disclosing personal data**

We do not sell or rent Personal Data. However, we may share it with:

- Customers, vendors, subcontractors, or consultants for tender or service purposes.
- Government agencies or regulators for legal compliance.
- Other Nippecraft entities to enhance services or communicate about events.
- Financial institutions for transactions.
- Service providers for Information Technology, legal, or administrative support.

We require that these parties protect your Personal Data and only use it for the purposes we specify.

We may also disclose Personal Data when required by law, court orders, or to support legal proceedings.

**4. Protection and security of personal data**

We use technological and physical safeguards to protect against unauthorised access, use, or disclosure of Personal Data.

**5. Retention of personal data**

We retain Personal Data only as long as necessary for the purposes for which it was collected, typically no longer than 5 years. Job applicant data is retained for no more than 2 years unless otherwise specified.

## 6. How to contact us

For inquiries about our Personal Data practices, please contact our Data Protection Officers (DPOs) at the provided email or mailing addresses.

### For Nippecraft Limited:

Email: [Dataprotection@nippecraft.com.sg](mailto:Dataprotection@nippecraft.com.sg)

Address: Nippecraft Limited  
2 Venture Drive,  
#24-01 Vision Exchange  
Singapore 608526  
(Attention: Data Protection Officer)

For job applicants who do not wish their data to be shared for future job opportunities, please contact:

Email: [HRdataprotection@nippecraft.com.sg](mailto:HRdataprotection@nippecraft.com.sg)

## 7. Updating your personal data

To update or correct your Personal Data, contact us with your name, email, relationship to us, and details of the change. We aim to respond within 3 working days by email or 7 days by post.

## 8. Requests and feedback

You may request information on how your data has been used in the last year or withdraw consent for its use. For concerns or feedbacks, refer to our Forms on the Request for information or Withdraw consent for the use of personal data.

## 9. Updates to this policy

We may update this Policy without prior notice, and changes will be effective from the date indicated. Please review it periodically.