



PERSONAL DATA PROTECTION ACT NOTICE

Bengal Tiger Line Pte. Ltd. (referred as “BTL”) recognises its obligations under the Personal Data Protection Act 2012 (“PDPA”) which took effect from 2 July 2014.

“Personal Data” in this Notice includes any data about an individual who can be identified from that data such as your name, NRIC, passport, or other identification number, telephone numbers, address, email address and any other information relating to individuals (such as your dependants), which you have provided to us.

1. PURPOSE OF COLLECTION

BTL collects, uses and discloses your Personal Data for the following purposes:

- 1.1 Setting up and maintenance of your payroll account;
- 1.2 Compliance monitoring and audit reviews;
- 1.3 Carrying out your instructions or responding to any enquiries by you;
- 1.4 To medical organisations, insurance offices, insurance brokers or organisations for underwriting, claims and insurance purposes;
- 1.5 To banks, CPF agent banks, credit card companies, other financial institutions or CPF Board for the collection or refund of any monies due or payable;
- 1.6 To third party vendors engaged by BTL to store and maintain our data and documents, (including storage for business recovery purposes);
- 1.7 To any regulatory, government and statutory body to comply with applicable laws and regulation or upon their valid requests; and
- 1.8 To related company or head office to comply with company policies and procedures or upon their valid request;
- 1.9 The Government and participating statutory boards and organisations approved by the Government to determine your suitability and eligibility for social and public assistance schemes;
- 1.10 To third party training vendors for business courses subscribed;
- 1.11 Managing your relationship with BTL.

2. By providing your Personal Data and/or Personal Data relating to a third party (e.g. information of your dependent, spouse, children and/or parents) to us, you:

- a) Consent to BTL collecting, using, disclosing and/or processing your Personal Data for the Purposes as described above;
- b) Represent and warrant that the consent of that third party has been obtained for the collection, use and disclosure of the Personal Data for the Purposes as described above;
- c) Represent and warrant that you are the user and/or subscriber of the telephone number(s) provided by you to us, and that you have read and understood the above provisions.

3. Neither BTL nor any of its officers shall be liable for any loss or damage suffered by you or any user as a result of any disclosure of any personal data which you have consented to BTL and/or any of its officers disclosing.

4. You may withdraw your consent given for any or all purposes set out in this Notice in writing to us. Your withdrawal may be considered a termination by you of any contractual relationship which you may have with us, and a breach of your contractual obligations or undertakings, and our legal rights and remedies in such event are expressly reserved.

5. Your Personal Data is retained to the extent one or more of the purposes for which it was collected remains valid and for other legal and business purposes for which retention may be necessary.

6. As BTL relies on your Personal Data to provide products and services to you, you shall ensure that at all times the information provided by you to us is correct, accurate and complete. You shall update us in a timely manner of all changes to the information provided to us.

7. You may not alter any of the wording in this Personal Data Protection Notice. Any attempt to do so will be of no effect. We may amend this Notice from time to time and any amendments to this Notice will be informed via email correspondence.

8. If you have any enquiry on our Privacy Notice, you may write to:

HR Manager

Bengal Tiger Line Pte. Ltd.

200 Cantonment Road

#13-01 Southpoint

Singapore 089763

Email: hr@btl-feeders.com