

## TJ Systems Personal Data Protection Notice

This Personal Data Protection Policy notice for personal data ("Notice") is issued to all our valued customers and guests of TJ SYSTEMS PTE LTD ("TJ SYSTEMS", "us", "we", "our" or "ours"), pursuant to the statutory requirements of the Personal Data Protection Act 2012 ("PDPA").

We at TJ SYSTEMS take our responsibilities under Singapore's PDPA seriously. We also recognize the importance of the personal data you have entrusted to us and believe that it is our responsibility to properly manage, protect and process your personal data.

During your course of dealing with us, we may have, and / or will collect, use, disclose and process your personal data for purposes, including, to communicate with you, provide products and/or services to you, respond to your enquiries or complaints, provide you with information and/or updates on products, services and/or promotions offered by us and selected third parties and other purposes required to operate and maintain our business as set out in our Personal Data Protection Policy (collectively referred to as "Purposes").

In order to conduct our business operations more smoothly, we may also be disclosing the personal data you have provided to us to our third-party service providers, agents and/or our affiliates or related corporations, and/or other third parties whether sited in Singapore or outside of Singapore, for one or more of the above-stated Purposes. Such third-party service providers, agents and/or affiliates or related corporations and/or other third parties would be processing your personal data either on our behalf or otherwise, for one or more of the above-stated Purposes.

It is necessary for us to collect and to retain your personal data. If you do not provide us with your personal data, or do not consent with this Notice or our Personal Data Protection Policy, we will not be able to effectively provide products and/or services to you, if at all.

We are committed to ensuring that your personal data is stored securely. You have the right to request for access to, to request for a copy of and to request to update or correct your personal data held by us. You have the right at any time to request us to limit the processing and use of your personal data. (For example, requesting us to stop sending you any marketing and promotional materials or contacting you for marketing purposes).

By submitting your personal data to us, you consent to us collecting, using, disclosing and processing your personal data in accordance with this Notice. We will also take it that all personal data provided by you is accurate and complete, and that none of it is misleading or out of date. You will promptly update us in the event of any change to your personal data.

In some circumstances, you may have provided personal data relating to other individuals (such as your spouse, family members or other third party including minors). You represent and warrant that you are authorised to provide their personal data to us and you have obtained their consent to the collection, use, disclosure and processing of their Personal Data in accordance with this Notice.

We reserve the right to update and amend this Notice and our Personal Data Protection Policy from time to time. We will notify you of any amendments to this Personal Data Protection Notice or our Personal Data Protection Policy via announcements on our website or other appropriate means. If we amend this Personal Data Protection Notice or our Personal Data Protection Policy, the amendment will only apply to personal data collected after we have posted the revised Personal Data Protection Notice or Personal Data Protection Policy.

TJ SYSTEMS aims to comply with the requirements of the Personal Data Protection Act (PDPA). We will respond within 30 (thirty) working days upon the receipt of your Request. Please post out the request forms to the letterhead stated address. Thank you for your understanding.

**Name:**

**Signature:**

**Date:**

## DATA ACCESS REQUEST FORM

Please provide us with your particulars so that we can verify your identity in order to process this request.

Your Name (in full)	
Your Company Address	
Your Contact Details	Contact No.: Fax No.: Email Address:
Please state the nature of your relationship with us	<input type="checkbox"/> A current/ former customer <input type="checkbox"/> A current/ former employee <input type="checkbox"/> A current/ former vendor/ supplier/ distributor/ business partner/ service provider <input type="checkbox"/> Others (Please specify) _____
Please provide a description of the personal data you are requesting access to, and any relevant additional information which can assist us in providing you with a copy of the personal data you are requesting for.	
Please sign this form and check that information you have provided is accurate. Kindly send this form together with any relevant supporting documents and the cheque/ postal order to us. Please refer to points 2, 3 and 4 under Important Notes below.	<input type="checkbox"/> By ticking this box, I hereby declare and confirm that all information and supporting documents provided by me in connection with this Access Request are true, accurate and complete. I understand that it will be necessary for TJ SYSTEMS to verify my identity and that TJ SYSTEMS may contact me for more detailed information in order to locate the personal data requested and I consent to the collection, use and disclosure of the personal data that I have provided in this form for the purpose of complying with my Access Request.  Date: _____

### Important Notes:

(1) Please note that TJ SYSTEMS reserves the right to restrict access to certain personal data or refuse to comply with your Data Access Request as may be permitted under the Personal Data Protection Act 2012. We can only provide you with personal data that is in our possession or under our control. To process this request, the information in this form may need to be given to third party service providers to TJ SYSTEMS.

(2) Depending on the nature and scope of the work required to process your access request, TJ SYSTEMS may be required to impose a fee to recover its administrative costs. This will be assessed on a case-by-case basis by us. Where such a fee is to be imposed, a written estimate of the fee will be provided to you for your consideration. In such a case, please communicate your agreement to the payment of the fee in writing. If you do not agree to the payment of the fee, TJ SYSTEMS not be able to process your Data Access Request.

(3) Please also note that in certain instances where a fee is to be collected, TJ SYSTEMS may require a deposit to process your Data Access Request. You will be notified if such a deposit is required when TJ SYSTEMS provides you with a written estimate of the fee. In such an event, TJ SYSTEMS will not be able to process your Data Access Request until such a deposit is collected.

(4) Kindly note that (2) and (3) above do not apply if TJ SYSTEMS does not charge a fee your Data Access Request.

(5) Personal data collected on this form is required to enable your Data Access Request to be processed, and will only be used in connection with such request.

### For official use only:

Received by:		Date:	
Verified by:		Date:	
Remarks:			