

# PRIVACY POLICY

## **Harbour-Link Group's Personal Data and Privacy Policy**

Harbour-Link and/or Harbour-Link Group ("Harbour-Link") views and treats your Personal Data seriously.

We have therefore developed a Privacy Policy that guides how Harbour-Link collect, process, use, disclose, transfer and store your Personal Data. Kindly study this Policy and understand your rights on the matter.

### **Collection and Use of Personal Data**

Your Personal Data is information that relates directly or indirectly to you, who is identified or identifiable from that information or from that and other information.

During the course of your transaction and dealings with Harbour-Link, you may be requested to furnish your Personal Data from time to time. Harbour-Link and their third party service providers may share the Personal Data with each other and use it consistent with this Privacy Policy. They may also combine it with other information to provide and improve Harbour-Link's products and services.

### **Personal Data that Harbour-Link may collect**

When you transact with Harbour-Link, we may collect a variety of your Personal Data, which may include your:-

- a. Name;
- b. National registration identity card number;
- c. Gender;
- d. Race and religious beliefs;
- e. Postal address;
- f. Telephone number;
- g. Email address;
- h. Medical information;
- i. Salary range;
- j. Contact preference; and
- k. Credit card or bank account information.

The list of personal data stated above is not exhaustive and may include other personal data depending on the nature of dealings or transaction.

### **How Harbour-Link uses your Personal Data**

Your Personal Data that Harbour-Link collect allows us to process the necessary transaction in relation to the relevant matter.

Your Personal Data that Harbour-Link collect allows us to keep you posted on Harbour-Link's latest product announcements and upcoming events. It also helps Harbour-Link to improve on its products and services. If you do not wish to be on our mailing list, please let Harbour-Link know in writing.

From time to time, Harbour-Link may use your Personal Data to send important notices, emails, letters or SMS, like communications about purchases and changes to Harbour-Link's terms, conditions, and policies. As such information is crucial to your custom with Harbour-Link, you are advised not to opt out of receiving such communications.

Harbour-Link may also use your Personal Data for internal purposes such as auditing, data analysis, and research to improve Harbour-Link' products, services and customer communications.

Harbour-Link may also share your Personal Data with third party providers that provide services such as information processing, extending credit, fulfilling customer orders, delivering products to you, managing and enhancing customer data, providing customer service, assessing your interest in Harbour-Link products and services and conducting customer research or satisfaction surveys.

### **Protection of Personal Data**

Harbour-Link takes the necessary precautions, both administrative and technical to safeguard your Personal Data against loss, theft, misuse and unauthorized access, disclosure, usage, alternation or destruction.

### **Retention of Personal Data and Access**

Harbour-Link shall endeavour to make it easy for you to keep your information accurate, complete and up to date. We will retain your personal data for the period necessary to fulfil the many different purposes outlined in this Privacy Policy unless a longer retention period is permitted or required by law.

You can help ensure that your contact information and preferences are accurate, complete, and up to date by contacting Harbour-Link at the relevant **contact numbers**. For other personal information, we make good faith efforts to provide you with access so you can request that we correct the data if it is inaccurate or delete the data if it is not required to retain it by law or for legitimate business purposes.

Harbour-Link reserves the right to update and amend this policy from time to time. Any material changes will be posted on our website with the updated Privacy Policy.