



# GALAXY LOGISTICS PTE LTD

Tel: (65) 6262 4861, (65) 8799 4779 | REGISTRATION NO: 199802446Z  
124 Pioneer Road, Singapore 639584

## DATA PROTECTION NOTICE FOR CUSTOMERS

This Data Protection Notice (“**Notice**”) sets out the basis upon which the Customer (“**Customer**”) may collect, use, disclose or otherwise process Personal Data of Galaxy Logistics’ (“**our**”, “**we**”, “**us**”) employees in accordance with the Personal Data Protection Act (“**PDPA**”).

### **DEFINITIONS**

1. In this Agreement, unless the context otherwise requires, the following terms shall be defined as:
2. “**Agreement**” means pertains to this Data Protection Notice for Customers.
3. “**Customer**” means an individual/an organization who (a) has contacted us through any means to find out more about the services we provide, or (b) may, or has, entered into a contract with us for services we provide.
4. “**Personal Data**” means Personal Data of Galaxy Logistics employees that we disclose to Customer, including:
  - a) Name and identification such as NRIC Number or FIN (Foreign Identification Number) or WP (Work Pass)
  - b) Nationality
  - c) Gender
  - d) Date of birth
  - e) Photographs
  - f) Other audio-visual information and employment information
5. “**PDPA**” means the Personal Data Protection Act 2012.

### **HANDLING AND PROTECTION OF PERSONAL DATA**

#### **1. Compliance with PDPA**

The Customer shall comply with all PDPA obligations at its own cost.

#### **2. Process, Use, and Disclosure**

The Customer shall only process, use, or disclose Personal Data:

- a. Strictly for the purposes of fulfilling its obligations and providing services required under this Agreement;
- b. With Galaxy Logistics’ prior written consent; or
- c. When required by law or an order of court, but shall notify us as soon as practicable before complying

#### **3. Transfer of Personal Data Outside Singapore**

The Customer shall NOT transfer Galaxy Logistics’ Personal Data to a place outside Singapore without our prior written consent. If we provide consent, the Customer shall provide a written undertaking to us that the Personal Data transferred outside Singapore will be protected at a standard that is comparable to that under the PDPA. If the Customer transfer Galaxy Logistics’ Personal Data to any third-party overseas, the Customer shall procure the same written undertaking from such third-party.

#### **4. Security Measures**

The Customer shall protect our Personal Data in the Customer’s control or possession by making reasonable security arrangements (including, where appropriate, physical, administrative, procedural and information and communications technology measures) to prevent unauthorized or accidental access, collection, use disclosure, copying, modification, disposal or destruction of our Personal Data, or other similar risks.

The Customer shall only permit the authorized personnel set to access Customer Personal Data on a need to know basis



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## 5. Access to Personal Data

The Customer shall provide us with an access to the Personal Data that the Customer has in its possession or control, as soon as practicable upon Customer's written request.

## 6. Accuracy and Correction of Personal Data

Where Galaxy provides Personal Data to the customer, we shall make reasonable effort to ensure that the Personal Data is accurate and complete before providing the same to the Customer. The Customer shall put in place adequate measures to ensure that the Personal Data in its possession or in control remain or is otherwise accurate and complete. In any case, the Customer shall take steps to correct any errors in the Personal Data as soon as practicable upon Galaxy's written request.

## 7. Retention of Personal Data

The Customer shall NOT retain Galaxy's Personal Data (or any documents or records containing Galaxy's Personal Data, electronic or otherwise) for any period longer than is necessary to serve the purposes of this Agreement.

The Customer shall, upon the request of Galaxy Logistics:

- a. Return to Galaxy Logistics all Personal Data, or
- b. Delete all Personal Data in its possession and, after returning or deleting all Personal Data, provide us with a written confirmation that the Customer no longer possess any Galaxy Logistics' Personal Data.
- c. Where applicable, the Customer shall also instruct all third parties to whom it has disclosed Galaxy's Personal Data for the purposes of this Agreement to return to the Customer or delete, such Personal Data.

## 8. Notification of Breach

The Customer shall immediately notify Galaxy when a breach of any of its obligations in clauses (2 to 7) surfaces.

## 9. Indemnity

The Customer shall indemnify Galaxy Logistics and its officers and employees, against all actions, claims, demands, losses, damages, statutory penalties, expenses and cost (including legal costs on an indemnity basis), in respect of:

- a. The Customer's breach of clauses [2 to 7]; or
- b. Any act, omission or negligence of the Customer or its subcontractor that causes or results in the Galaxy being in the breach of the PDPA

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## ACKNOWLEDGEMENT

You acknowledge that you have read and understood Galaxy Logistics' Notice for Customers (the "Notice") and shall observe the guidelines set out in the above Notice.

Name: \_\_\_\_\_

Signature & Date: \_\_\_\_\_