



GALAXY LOGISTICS PTE LTD

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

DATA PROTECTION NOTICE FOR EXTERNAL PROVIDERS

This Data Protection Notice (“**Notice**”) sets out the basis upon which the “**External Provider**” 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 document, unless the context otherwise requires, the following terms shall be defined as:
2. “**Agreement**” means pertains to this Data Protection Notice for External Providers.
3. “**External Provider**”, means organization that provides products or services, provided directly to Galaxy Logistics or External Provider on behalf of Galaxy Logistics.
4. “**Galaxy Logistics’ Personal Data**” means Personal Data which we disclose to the External Provider, or which the External Provider processes on behalf of us, including:
 - a) Full name and identification information such as NRIC Number or FIN (Foreign Identification Number) or WP (Work Pass)
 - b) Contact information such as address, email address or mobile phone number
 - c) Nationality, gender, date of birth, photographs and
 - d) Other audio-visual information and employment information
 - e) Signature
5. “**PDPA**” means the Personal Data Protection Act 2012.

HANDLING AND PROTECTION OF PERSONAL DATA

1. The External Provider shall comply with all PDPA obligations at its own cost.

2. Purpose, Use, and Disclosure

The External Provider 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 External Provider shall NOT transfer Galaxy Logistics’ Personal Data to a place outside Singapore without our prior written consent. If we provide consent, the External Provider 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 External Provider transfer Galaxy Logistics’ Personal Data to any third-party overseas, the External Provider shall procure the same written undertaking from such third-party.

4. Security Measures

The External Provider shall protect our Personal Data in the External Provider’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 External Provider shall only permit the authorized personnel to access our Personal Data on a need to know basis

5. Access to Personal Data

The External Provider shall provide us with access to our Personal Data in its possession or control, as soon as practicable upon Galaxy’s written request.

6. Accuracy and Correction of Personal Data

Where Galaxy provides Personal Data to the External Provider, we shall make reasonable effort to ensure that the Personal Data is accurate and complete before providing the same to the External Provider. The



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

The External Provider 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 External Provider no longer possess any Galaxy Logistics' Personal Data.
- c. Provide us with a written confirmation that the External Provider no longer possess any of our Personal Data after returning or deleting all Personal Data.

8. Notification of Breach

The External Provider shall immediately notify Galaxy when a breach of any of its obligations in clauses (1 to 9) surfaces.

9. Indemnity

The External Provider shall indemnify Galaxy Logistics and its our 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 External Provider's breach of clauses [1 to 9]; or
- b. Any act, omission or negligence of the External Provider or its subcontractor that causes or results in the Galaxy being in the breach of the PDPA

ACKNOWLEDGEMENT

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

Name: _____

Signature & Date: _____