

EETARP'S PRIVACY NOTICE

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Eetarp's Visitor and CCTV Privacy Notice

This Visitor and CCTV Privacy Notice ("Notice") applies to Eetarp Engineering Pte Ltd. The Eetarp company that is hosting you (referred to as "Eetarp" or "we"), is responsible for the processing of your personal data and controls how it is used, in accordance with this Notice.

This Notice explains how we use personal data about you, how we process such data, and what rights you have regarding your personal data.

The types of information we collect and use?

We collect and use personal data that concerns you in connection with your visit. We may collect the following categories of personal data:

Identification data and business contact information, you share with us such as first name, last name, job/position/title, business email address, business address, telephone number, mobile telephone number, telefax number, private telephone number, gender, date of birth, vehicle license plate, number of a valid identification document

Image and video recordings from closed circuit television system (CCTV) footage.

The above-mentioned types of personal data are only collected and processed, if at all, in accordance with applicable local laws in Singapore and where relevant depending on your visit.

Why we use your personal data?

We may use your personal data as described above for the following purposes:

- visitor management and references on documents;
- health and safety management (For eg. Covid-19 Visitor Details)
- closed circuit television system (CCTV) capture for the purposes of public and staff safety, building security and crime prevention and detection;
- maintain and protect the security of products, facilities, services, systems, networks, computers and information, preventing and detecting security threats, and fraud or other criminal or malicious activities;
- manage IT resources, including infrastructure management including data back-up, and business continuity.

We only collect the personal data from you that we need for the above purposes. For statistical purposes, improvement of our services.

What happens if you do not provide us with the information we had asked you for or if you ask us to stop processing your information

Where it concerns processing, operations related to your visit at Eetarp (as described above), Eetarp will not be able to adequately ensure the safety of you and other persons in the facility and monitor the security of the facilities and generally perform the purposes described above without certain personal data. Although we cannot obligate you to share your personal data with us, please note that this then may have consequences which could affect your visit, such as not being able to allow you to enter Eetarp facilities.

Your data privacy rights

You are entitled to certain rights where in concerns information regarding you.

| Data privacy rights | What it means |
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| The right to access your data | You are entitled to ask Eetarp for an overview of the personal data we hold about you. |
| The right to have your data corrected | You may request correction of inaccurate or incomplete personal data we hold about you. |
| The right to have your data erased | You may request that personal data be erased when it is no longer needed, where applicable law obliges us to delete the data or the processing of it is unlawful. |
| The right to restrict data processing | You have the right to restrict the processing of your personal data in specific circumstances. |
| The right to object to data processing | You have the right to object to our processing of your personal data where we rely on our legitimate interests as the basis for our processing, where your data protection rights outweigh our reasoning for legitimate interests. |
| The right to withdraw consent | Where Eetarp has asked for your consent to process personal data, you may withdraw your consent at any time. The withdrawal of consent will |

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| | not affect the lawfulness of processing based on consent before its withdrawal. |
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Please note that the rights described above are not absolute, and that your request cannot always be met entirely. For example, sometimes we cannot delete or restrict the processing of your personal data as we may have legal obligations or contractual obligations to keep certain such personal data.

You may request to enforce your data privacy rights at <https://www.eetarp.com/terms>.

Contact and further information

If you want to receive an overview of your personal data we have collected, make use of any of your other rights mentioned above or if you have any questions or concerns about how Eetarp processes your personal data, please contact our Data Protection Officer at contact@eetarp.com, Attn: Data Protection Officer.

Please expect a processing time of 5 working days to reply to your queries.

Eetarp's Employee Privacy Notice

Eetarp Engineering that is your employer (referred to as "Eetarp" or "we") is responsible for the processing of your personal data and controls how it is used, in accordance with this Notice.

This Notice explains how we use personal data about you and what rights you have regarding your personal data.

Eetarp Engineering is responsible for your personal data. For applicable privacy and data protection laws, the primary controller of your data is Eetarp which is your current (or former) employer.

The types of information we collect and use?

We collect and use personal data that concerns you in connection with your employment at Eetarp. We may collect the following categories of personal data:

Personal details and identification data such as name, personal and business address, personal and business telephone number, personal and business email address or any other contact details, date and country of birth.

Personal data related to family and social circumstances such as gender, age, marital and family status (including also the name and contact details of the next of kin).

Employment related personal data such as, signature, employment status, National Identification no., country of residence, nationality, photo, emergency contacts and passport information, work and residence permit, immigration status and travel visa information.

Qualifications such as qualifications and certifications including current and previous positions, education and training courses, resume/CV, records of education and work achievements, in some cases: contact details of referees and results of capability assessments and interview assessment/feedback.

Job information and work metrics such as position, title, employment contract, payroll ID, job band, performance history, employment status, leave of absence information, working time logging, training records, performance targets and development goals. In some cases, we may also record results of capability assessments, safety reports and incidents, professional feedback.

Compensation, allowances, benefits and expense related information such as salary data, payroll data, and contributions, non-salary benefits, bonus, compensation, bank statements, expense claims and receipts, bank account details, phone expenses and insurance data.

Electronic identification data and information (where employee has access or is affected by such systems or applications) such as access logs, IT and internet usage, device identifiers (mobile device ID, PC ID etc.), registration and login credentials, IP address, tracking and analytics data, recordings (e.g. voice mail/call recordings), posts on corporate platforms (e.g. Yammer), password recovery data, information obtained via IT security tools.

Financial and other details such as account information, payment details and transactions, investigation information.

Other personal data (which may include special categories of information as mentioned below) namely where you or others (such as your colleagues) may register these data on or in our systems, programs and application such as business documents containing personal information (e.g. queries, questions, complaints, orders and related records; emails; reports; contracts; presentations, minutes; work products), photos, images and/or videos.

Why we use your personal data?

We may use your personal data as listed above for the following purposes:

- Human resources management including organization and personal administration, working hours management, improving and maintaining effective staff administration, internal workforce analysis, reporting and planning;
- Payroll, compensation and benefits management including providing staff benefits and maintaining salary, compensations including, allowances, benefits, insurances, and performance reviews;
- Talent management and acquisition including recruitment, assessing suitability and working capacity, background checks and verification of qualifications, obtaining and providing references;
- Learning and development management including certifications, training staff and performing assessments and employee satisfaction surveys;
- Processes related to joining and leaving including internal moves and terminations;
- Sickness and other leave and vacations management;
- Organizing Eetarp events and documentation of such events including managing and organizing internal non-marketing related campaigns, events and meetings;
- Managing Eetarp assets including pictures and videos depicting employees or other individuals available for download on the Eetarp intranet, Eetarp website, etc.;
- Monitoring and auditing compliance of employees' activities in the workplace with Eetarp's corporate policies, contractual obligations and legal requirements including disciplinary actions;
- Managing the customer relationship, processing customer orders and providing customer support, processing, evaluating and responding to requests and inquiries;

- Managing the suppliers, contractors, advisers and other professional experts including contact interaction, processing and fulfilling purchases and invoices,
- Making use of work performance and products and for references on documents, such as drawings, purchase orders, sales orders, invoices, reports;
- Maintaining and protecting the security of products, facilities, services, systems, networks, computers and information, preventing and detecting security threats, fraud or other criminal or malicious activities, and ensuring business continuity; and
- Managing IT resources, including infrastructure management including data back-up, master data and workplace including user accounts management, software licenses assignment, security and performance testing and business continuity.

We collect only the personal data from you that we need for the purposes described above. Certain personal data collected from you relates to your next of kin and emergency contacts. In these cases, you are requested to inform such persons about this Notice.

What happens if you do not provide us with the information we have requested?

Where it concerns processing operations related to your employment (as described above), Eetarp will not be able to adequately employ you without certain personal data and you may not be able to exercise your employee rights if you do not provide the personal data requested. Although we cannot mandate you to share your personal data with us, please note that this then may have consequences which could affect your employment in a negative manner, such as not being able to exercise your statutory rights or even to continue your employment.

Which data protection rights do you have with regards to your personal data?

You are entitled to certain rights where in concerns information regarding you.

| Data protection rights | What it means |
|---------------------------------------|---|
| The right to access your data | You are entitled to ask Eetarp for an overview of the personal data we hold about you. |
| The right to have your data corrected | You may request correction of inaccurate or incomplete personal data we hold about you. |

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| The right to have your data erased | You may request that personal data be erased when it is no longer needed, where applicable law obliges us to delete the data or the processing of it is unlawful. |
| The right to restrict data processing | You have the right to restrict the processing of your personal data in specific circumstances. |
| The right to object to data processing | You have the right to object to our processing of your personal data where we rely on our legitimate interests as the basis for our processing, where your data protection rights outweigh our reasoning for legitimate interests. |
| The right to withdraw consent | Where Eetarp has asked for your consent to process personal data, you may withdraw your consent at any time. |

Please note that the rights described above are not absolute, and that your request cannot always be met entirely. For example, sometimes we cannot delete or restrict the processing of your personal data as we may have legal obligations or contractual obligations to keep certain such personal data.

Contact and further information

If you want to receive an overview of your personal data we have collected, make use of any of your other rights mentioned above or if you have any questions or concerns about how Eetarp processes your personal data, please contact our Data Protection Officer at contact@eetarp.com, Attn: Data Protection Officer. Please expect a processing time of 5 working days to reply to your queries.

Eetarp's Customer Privacy Notice - Marketing & Sales

This Customer Privacy Notice ("Notice") applies to Eetarp Engineering Pte Ltd. The company that is providing services or communicating to you (referred to as "Eetarp" or "we"), is responsible for the processing of your personal data and controls how it is used, in accordance with this Notice.

This notice explains why and how we collect personal data about you, how we process such data, and what rights you have regarding your personal data.

The types of information we collect and use?

We collect and use personal data that concerns you in connection with the agreements with our suppliers. We may collect the following categories of personal data:

The business contact information you share with us: name, title, job title, email address, business address, telephone number, mobile telephone number

Additional information you provide to us in the course of our business relations, such as: interests in Eetarp's products, marketing preferences, registration information provided at events, webinars, fairs, contract or data concerning the fulfilment of our contractual obligations and pre-contractual measures including marketing activities, feedback, tracking/analytics data.

The above-mentioned types of personal data are only collected and processed, if at all, in accordance with applicable local laws in Singapore.

To the extent necessary to fulfil our obligations, data obtained from publicly accessible sources or which are legitimately transmitted by other third parties (e.g. a credit agency): commercial register data, association register data, creditworthiness data.

Why we use your personal data?

We may use your personal data as described above for the following purposes:

- Processing and fulfilling orders, delivering services and keeping you informed about the status of your or your company's order;
- Providing and administering our products and services;
- Processing quotation offer and managing the customer relationship including providing customer and product support and process, evaluate and respond to

requests and inquiries, and capturing personal data of potential customers for future communications;

- Conducting and facilitating customer satisfaction surveys, marketing campaigns, market analysis, or other promotional activities or event registration;
- Conducting marketing and sales activities (including generating leads, pursuing marketing prospects, performing market research, determining and managing the effectiveness of our advertising and marketing campaigns and managing our brand and communicating about new business projects);
- Sending you marketing communications by email and other digital methods about products and services (such as alerts, promotional materials, newsletters, etc.);
- Analysing personal data to provide with relevant marketing offers and information, ensure accuracy of customer contact information.
- Reporting and data analytics such as market research, trend analysis, financial analysis, customer segmentation and profiling of customers in order to improve the customer experience with Eetarp and provide better and more personalized content;
- Including market intelligence and development and improvement of services or products through assessment and analysis of the information;
- Communicating with Business Partners about products, services and projects of Eetarp or Business Partners, e.g. by responding to inquiries or requests;
- Reorganization, acquisition and sale of activities, business units and companies;

We collect only the personal data from you that we need for the purposes described above.

What happens if you do not provide us with the information we had asked you for or if you ask us to stop processing your information

Where it concerns processing operations related to the business relationship with you), Eetarp will not be able to adequately establish, conduct or terminate a business relationship with you or your company and generally perform the purposes described above without certain personal data. Although we cannot obligate you to share your personal data with us, please note that this then may have consequences which could affect the business relationship in a negative manner, such as not being able to take requested pre-contractual measures to enter into a contract with you or to establish and continue the business relationship you have asked for.

What are your rights?

You are entitled to certain rights where in concerns information regarding you.

| Data privacy rights | What it means |
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| The right to access your data | You are entitled to ask Eetarp for an overview of the personal data we hold about you. |
| The right to have your data corrected | You may request correction of inaccurate or incomplete personal data we hold about you. |
| The right to have your data erased | You may request that personal data be erased when it is no longer needed, where applicable law obliges us to delete the data or the processing of it is unlawful. |
| The right to restrict data processing | You have the right to restrict the processing of your personal data in specific circumstances. |
| The right to object to data processing | You have the right to object to our processing of your personal data where we rely on our legitimate interests as the basis for our processing, where your data protection rights outweigh our reasoning for legitimate interests. |
| The right to withdraw consent | Where Eetarp has asked for your consent to process personal data, you may withdraw your consent at any time. The withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal. |

Please note that the rights described above are not absolute, and that your request cannot always be met entirely. For example, sometimes we cannot delete or restrict the processing of your personal data as we may have legal obligations or contractual obligations to keep certain such personal data.

You may request to enforce your data privacy rights at <https://www.eetarp.com/terms>.

Contact and further information

If you want to receive an overview of your personal data we have collected, make use of any of your other rights mentioned above or if you have any questions or concerns about how Eetarp processes your personal data, please contact our Data Protection Officer at contact@eetarp.com, Attn: Data Protection Officer. Please expect a processing time of 5 working days to reply to your queries.

Eetarp's Talent Acquisition Privacy Notice

This Talent Acquisition Privacy Notice ("Notice") applies to Eetarp Engineering Pte Ltd. The company that is providing services or communicating to you (referred to as "Eetarp" or "we"), is responsible for the processing of your personal data and controls how it is used, in accordance with this Notice.

This notice explains why and how we collect personal data about you, how we process such data, and what rights you have regarding your personal data.

Your Personal Data

Eetarp is responsible for your personal data.

In some cases, we process your personal data indirectly from third parties, such as background check providers, recruitment agencies through which you have applied for a job and other administration services providers.

In some cases, we will also process personal data from publicly available sources such as employment- and business- orientated social networking services (such as LinkedIn).

The types of information we collect and use?

We collect and use personal data that concerns you in connection with the recruitment process at Eetarp. We may collect the following categories of personal data:

Personal details and identification data such as name, gender, date of birth; personal and business address, personal telephone number, personal email address or other contact details, date and country of birth, photo, citizenship.

Skill and experience details such as qualifications and certifications including current and previous positions, education and training courses, resume/CV, education records and work achievements. In some cases: contact details of referees and results of capability assessments and interview assessment/feedback and any other personal information you choose to disclose to us as part of your job application;

Depending on the position, we are performing internal assessments, where we collect additional data such as assessment performance data, assessment score, phone interview, video interview recordings/notes.

Data necessary for the employment contract conclusion and onboarding process of the successful candidates only such as the applicable personal identity number (FIN/IC, Passport No., citizenship); data of your related persons (name of spouse/partner, children, etc.); signature; bank account details; emergency contacts; driving license number; training records.

During the onboarding process we need to process your health data and data regarding your racial or ethnic origin (only when required by the local law). Respectively, any category of personal data mentioned above will not be processed, if such processing is prohibited according to applicable provisions of Singapore's law.

Why we use your personal data?

The personal data we collect will be used for the following purposes:

- Your job application for the specific position within Eetarp, which we process as part of the precontractual measures fulfilment to establish employment and related contracts (in order to take steps prior to entering into an employment contract);
- Evaluation of your application, based on legitimate interest of Eetarp, is based on finding the most suitable candidate for the opened job position, therefore Eetarp has to conduct assessments and interviews, which corresponds also with your interest in finding the job that suits you best;
- Your job application for the purpose of potential future recruitment purposes within Eetarp, on the basis of your consent;
- In case of employment contract conclusion – to undertake steps necessary to fulfil controller obligations resulting from the employment contract and applicable legal provisions such as confirming that you meet internal and legal requirements relevant to the position, creation and signing of the employment contract and other employment documentation, creation of necessary accounts in our information systems; providing you access to the Eetarp premises; providing mandatory notifications to governmental authorities; provide you work uniform and personal protection equipment where necessary; and performing an onboarding session necessary to provide you with equipment, training and information required for the position you have been recruited.

We collect only your personal data, which we need for these purposes. The use of your personal data provided during your job application will be limited to a need basis and shared only with the employees that are directly involved in the recruitment processes for the specific position.

Your application may be rejected in case your profile is incomplete and/or inaccurate. Accurate personal data, correct contact details and a complete profile is required to contact you and process your job application.

What are your rights?

You are entitled to certain rights where in concerns information regarding you.

| Data protection rights | What it means |
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| The right to access your data | You are entitled to ask Eetarp for an overview of the personal data we hold about you. |
| The right to have your data corrected | You may request correction of inaccurate or incomplete personal data we hold about you. |
| The right to have your data erased | You may request that personal data be erased when it is no longer needed, where applicable law obliges us to delete the data or the processing of it is unlawful. |
| The right to restrict data processing | You have the right to restrict the processing of your personal data in specific circumstances. |
| The right to object to data processing | You have the right to object to our processing of your personal data where we rely on our legitimate interests as the basis for our processing, where your data protection rights outweigh our reasoning for legitimate interests. |
| The right to withdraw consent | Where Eetarp has asked for your consent to process personal data, you may withdraw your consent at any time. |

Please note that the rights described above are not absolute, and that your request cannot always be met entirely. For example, sometimes we cannot delete or restrict the processing of your personal data as we may have legal obligations or contractual obligations to keep certain such personal data.

You may request to enforce your data privacy rights at <https://www.eetarp.com/terms>.

Contact and further information

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Further information

By submitting your application, you confirm that your personal data therein is accurate and up-to-date. Further, you confirm that you have read and understood this privacy notice and you are aware that by submitting your application you consent for us to process your personal data to review and assess your application (in the event we rely on a consent) or to do the same in order to take steps to prepare your employment contract.