



Personal data protection policy

Data Protection Notice for customers

This Data Protection Notice ("**Notice**") sets out the basis which we may collect, use, disclose or otherwise process personal data of our customers in accordance with the Personal Data Protection Act 2012, as may be amended from time to time ("**PDPA**"). This Notice applies to personal data in our possession or under our control, including personal data in the possession of organisations which we have engaged to collect, use, disclose or process personal data for our purposes.

PERSONAL DATA

1. As used in this Notice:

"**customer**" means an individual who (a) has contacted us through any means to find out more about any goods or services we provide, or (b) may, or has, entered into a contract with us for the supply of any goods or services by us;

"**personal data**" means data, whether true or not, about a customer who can be identified: (a) from that data; or (b) from that data and other information to which we have or are likely to have access; and

"**technical data**" means your Internet Protocol (IP) address, the internet device identity or media access control address of your device, information regarding the manufacturer, model or operating system of the device that you use and/or information about the web browser that you use to access our website.

2. Depending on the nature of your interaction with us, some examples of personal data which we may collect from you include name, identification numbers such as NRIC, FIN, work permit and birth certificate, residential address, email address, telephone number, nationality, gender, date of birth and marital status.
3. Other terms used in this Notice shall have the meanings given to them in the PDPA (where the context so permits).

COLLECTION, USE AND DISCLOSURE OF PERSONAL DATA

4. We generally do not collect your personal data unless (a) it is provided to us voluntarily by you directly or via a third party who has been duly authorised by you to disclose your personal data to us (your "**authorised representative**") after (i) you (or your authorised representative) have been notified of the purposes for which the data is collected, and (ii) you (or your authorised representative) have provided written consent to the collection, use and/or disclosure of your personal data for those purposes, or (b) collection, use and/or disclosure of personal data without consent is permitted or required



by the PDPA or other laws. We shall seek your consent before collecting any additional personal data and before using and/or disclosing your personal data for a purpose which has not been notified to you (except where we reasonably consider that we need to use and/or disclose it for another reason and that reason is compatible with the original purposes or where permitted, required or authorised by law).

5. Where personal data submitted by you concerns another individual other than yourself, you represent and warrant to us that all the necessary consents (in accordance with all applicable data protection legislation, including without limitation, the PDPA) have been obtained from the relevant individuals and that you have retained proof of these consents, such proof to be provided to us upon our request.
6. We may collect and use your personal data for any or all of the following purposes:
 - (a) performing obligations in the course of or in connection with our provision of the goods and/or services requested by you;
 - (b) verifying your identity;
 - (c) responding to, handling, and processing queries, requests, applications, complaints, and feedback from you; and
 - (d) processing payment or credit transactions.
7. We may disclose your personal data:
 - (a) where such disclosure is required for performing obligations in the course of or in connection with our provision of the goods and/or services requested by you; or
 - (b) to third party service providers, data intermediaries, agents and other organisations we have engaged to perform any of the functions with reference to the above-mentioned purposes.
8. As you interact with our website, we may automatically collect your technical data. We may collect such personal data by using website cookies or other forms of technology. We use cookies to provide visitors with a personalised experience on our website. Cookies are pieces of information that a website transfers to the memory or hard drive of a visitor's computer for record-keeping purposes. We use cookies to help visitors navigate efficiently between pages, to make improvements, and to better tailor our website to our visitors' needs. Most browsers used by visitors have options that allow the visitor to control whether the browser will accept cookies, reject cookies, or notify the visitor each time a cookie is sent. However, if you disable or refuse cookies, please note that some parts of our website may become inaccessible or not function properly. In addition, you can delete the cookies from your browser program at any time.
9. The purposes listed in the above clauses may continue to apply even in situations where your relationship with us (for example, pursuant to your employment contract should you



be hired) has been terminated or altered in any way, for a reasonable period thereafter (including, where applicable, a period to enable us to enforce our rights under a contract with you).

WITHDRAWING YOUR CONSENT

10. The consent that you provide for the collection, use and disclosure of your personal data will remain valid until such time it is withdrawn by you in writing. You may withdraw consent and request us to stop collecting, using and/or disclosing your personal data for any or all of the purposes listed above by submitting your request in writing or via email to our Data Protection Committee at the contact details provided below.
11. Upon receipt of your written request to withdraw your consent, we may require reasonable time (depending on the complexity of the request and its impact on our relationship with you) for your request to be processed and for us to notify you of the consequences of us acceding to the same, including any legal consequences which may affect your rights and liabilities to us. In general, we shall seek to process your request within thirty (30) business days of receiving it.
12. Whilst we respect your decision to withdraw your consent, please note that depending on the nature and scope of your request, we may not be in a position to continue providing our goods or services to you and we shall, in such circumstances, notify you before completing the processing of your request. Should you decide to cancel your withdrawal of consent, please inform us in writing in the manner described in clause 10 above.
13. Please note that withdrawing consent does not affect our right to continue to collect, use and/or disclose personal data where such collection, use and/or disclosure without consent is permitted or required under applicable laws.

ACCESS TO AND CORRECTION OF PERSONAL DATA

14. If you wish to make (a) an access request for access to a copy of the personal data which we hold about you or information about the ways in which we use or disclose your personal data, or (b) a correction request to correct or update any of your personal data which we hold about you, you may submit your request in writing or via email to our Data Protection Committee at the contact details provided below.
15. Please note that a reasonable fee may be charged for an access request. If so, we will inform you of the fee before processing your request.
16. We will respond to your request as soon as reasonably possible. In general, our response will be within twenty-one (21) business days. Should we not be able to respond to your request within thirty (30) days after receiving your request, we will inform you in writing



within thirty (30) days of the time by which we will be able to respond to your request. If we are unable to provide you with access to a copy of any personal data or the information requested or to make a correction requested by you, we shall generally inform you of the reasons why we are unable to do so (except where we are not required to do so under the PDPA).

PROTECTION OF PERSONAL DATA

17. To safeguard your personal data from unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks, we have introduced appropriate administrative, physical and technical measures and disclose personal data both internally and to our authorised third party service providers, data intermediaries, and/or agents only on a need-to-know basis.
18. You should be aware, however, that no method of transmission over the Internet or method of electronic storage is completely secure. While security cannot be guaranteed, we strive to protect the security of your information and are constantly reviewing and enhancing our information security measures.

ACCURACY OF PERSONAL DATA

19. We generally rely on personal data provided by you (or your authorised representative). In order to ensure that your personal data is current, complete and accurate, please update us if there are changes to your personal data by informing our Data Protection Committee in writing or via email at the contact details provided below.

RETENTION OF PERSONAL DATA

20. We may retain your personal data for as long as it is necessary to fulfil the purpose for which it was collected, or as required or permitted by applicable laws.
21. We will cease to retain your personal data, or remove the means by which the data can be associated with you, as soon as it is reasonable to assume that such retention no longer serves the purpose for which the personal data was collected, and is no longer necessary for legal or business purposes.

TRANSFERS OF PERSONAL DATA OUTSIDE OF SINGAPORE

22. We generally do not transfer your personal data to countries outside of Singapore. However, if we do so, we will obtain your consent for the transfer to be made and we will take steps to ensure that your personal data continues to receive a standard of protection that is at least comparable to that provided under the PDPA.



LINKS TO OTHER SITES

23. Our website may contain links to other sites. These sites are not covered by this Notice, and we are not responsible for the privacy practices or the content of these sites.

DATA PROTECTION COMMITTEE

24. You may contact our Data Protection Committee if you have any enquiries or feedback on our personal data protection policies and procedures, or if you wish to make any request, in the following manner:

The Data Protection Committee
Henkel Singapore Pte Ltd
401 Commonwealth Drive
#03-01/02, Haw Par Technocentre, Lobby B
Singapore 149598
Phone: +65 6424 7042
[Email: dpcsingapore@henkel.com](mailto:dpcsingapore@henkel.com)

EFFECT OF NOTICE AND CHANGES TO NOTICE

25. This Notice applies in conjunction with and does not supersede nor replace any other notices, contractual clauses and consent clauses that apply in relation to the collection, use and disclosure of your personal data by us.
26. We may revise this Notice from time to time without any prior notice. Please check this Notice periodically for updates. You may determine if any such revision has taken place by referring to the date on which this Notice was last updated. Your continued use of our services constitutes your acknowledgement and acceptance of such changes.

16 April 2025