



**NEOS CHEMICAL (S) PTE. LTD. (NCS)**

19 Keppel Road, #09-07/08, Jit Poh Building, Singapore 089058

Company Registration Number: 197301335R

T: (65) 63240788 F: (65) 63240988 Website: [www.neos.co.jp](http://www.neos.co.jp) Email: [neoschemical@neoschemical.com.sg](mailto:neoschemical@neoschemical.com.sg)

## **NCS'S Personal Data Protection Policy ("Policy")**

1. NCS collects Business Contact Information for Business to Business purposes and activities.
2. Occasionally, however, we may collect Personal Data (e.g. NRIC Number, date of birth, contact details) from individuals or companies dealing with NCS.
3. At NCS, we are committed to protecting the privacy of personal data collected and complying with our obligations under the Personal Data Protection Act 2012 (PDPA).

### **How we collect Personal Data**

4. We may collect Personal Data for the purposes set up in Paragraph 5 below and in the following (non-exhaustive) manner:
  - ❖ when you submit a job application form, vendor form or other forms (whether physically or electronically) to us;
  - ❖ when you interact with our employees, for example, via telephone calls, letters, face to face meetings (on site or on line) and emails;
  - ❖ when you request that we contact you in an email for any inquiry;
  - ❖ when you place any purchase / sales order;
  - ❖ when you submit your Personal Data to us for purposes and reasons which shall be specified and highlighted to you and/or ancillary document/request to be provided to you for the purposes of such data collection/submission.



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## **Why we collect Personal Data**

5. We collect and use the Personal Data mainly for following purposes:

-  Job recruitment;
-  Setting up account in NCS's software system to process sales ordering, making purchases and payment purposes;
-  Communication for our related business dealings.

## **Who we disclose Personal Data to**

6. We may disclose Personal Data to other third parties where necessary for the purposes listed or otherwise required or allowed by law. These third parties include our employees or third-party service providers.

## **Consent**

7. This Policy has been prepared by NCS to explain how we will collect, use and disclose Personal Data. NCS respects the privacy of individuals and recognises the importance of the personal data you have entrusted to us and believe that it is our responsibility to properly manage, protect, process and disclose your personal data. We will collect, use and disclose your personal data in accordance with the Personal Data Protection Act 2012.
8. An individual is deemed to consent to the collection, use or disclosure of personal data by NCS for the purposes set out in paragraph 7 above if the individual voluntarily provides the personal data to NCS and the individual is aware of the use or disclosure and it is reasonable to do so.
9. If you are providing someone else's Personal Data on their behalf, you hereby represent and warrant that you have obtained the consent of that individual for the collection use and disclosure of their persona data to NCS in accordance with the terms of this Policy. If the individual has not in fact consented to the provision of their Personal Data to NCS, you must inform us immediately.



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## **Access to Personal Data and Complainants**

10. Individuals may ask to access the Personal Data we hold, withdraw their consent for the collection, use or disclosure of their Personal Data or seek correction of their Personal Data by contacting our Data Protection Officer (“DPO”). Any other enquiries or complaints in relation to the collection, use, disclosure and care of Personal Data should also be made to the DPO via the following:

Phone : (65) 63240788  
Email : [dpo@neoschemical.com.sg](mailto:dpo@neoschemical.com.sg)  
By Post : Data Protection Officer  
Neos Chemical (S) Pte. Ltd.  
19 Keppel Road  
#09-07/08, Jit Poh Building  
Singapore 089058

11. Please note that we may update this Policy from time to time and amend it to reflect changes in law or our business. You may review the Policy at our website at [www.neos.co.jp](http://www.neos.co.jp) to stay informed on how we are protecting your personal data.