

“Reperion” or as appropriate in the context, “we”, “us” or “our” respect the protection of the Personal Data of individuals and value the relationship we have with you.

This Personal Data Policy (“Policy”) describes the types of Personal Data we may collect from you, how we may use that information, and with whom we may share it. Our Policy also describes the measures we take to protect the security of the information you provide to us, including without limitation through this Website. We also tell you how you can reach us to update your Personal Data, ask questions you may have about our personal data protection practices and provide feedback on our personal data protection practices.

“Personal Data” in this Policy means data that can identify an individual.

1. Personal Data that we collect

The types of Personal Data that we collect about individuals include:

Name

Mobile number

Personal email address

You may have provided the Personal Data to us personally or authorised other individuals to provide the Personal Data to us and consent (on your behalf) to our collection of your Personal Data from these individuals. These individuals could be your superiors, employees, subordinates, colleagues and your family members.

Where you give us Personal Data about other individuals, you confirm that you are authorised to disclose and consent, on their behalf, to the processing of such Personal Data for the purposes described in the section “Purposes for which we collect and use Personal Data”, or other purposes for which your consent has been sought and obtained.

2. Purposes for which we collect and use Personal Data

We only collect and use Personal Data for purposes which you have consented to and for which we have been authorised. If we need to use your Personal Data for any purpose which you have not previously consented to, we would seek your consent prior to using your Personal Data for the new purpose.

We collect and use the Personal Data that you provide to us for the following purposes:

If you are a Vendor / Service Provider / Business Partner

To conduct due diligence / background checks that are mandated by legislation or Reperion's internal policies and practices

For the purposes of the supply of products and services and support by vendors / service providers / business partners to Reperion

To keep vendors / service providers / business partners updated on changes to Reperion's policies

To evaluate and to improve Reperion's products and services

To evaluate the products and services provided by vendors / service providers / business partners to Reperion

To facilitate attendance at events/functions organised by Reperion or that Reperion is involved in

For purposes that are ancillary to or in furtherance of the above purposes e.g. ancillary to or in furtherance of facilitating attendance at events/functions organised by Reperion or that Reperion is involved in, we will use your Personal Data to communicate with you concerning the invitation to the events/functions and inform you of updates on the events/functions and to seek your feedback or comments on your attendance of the events/functions.

If you are a Customer

To conduct due diligence / background checks that are mandated by legislation or Reperion's internal policies and practices

To provide products and services and to communicate with customers as part of providing products and services

To evaluate Reperion's products and services and how Reperion can improve its products and services

To respond to queries or comments on Reperion's products and services

Security clearance / entry access into Reperion's premises and premises of foreign government agencies

To communicate with customers on developments on Reperion's products and services, the business of Reperion and other corporate events or updates

To facilitate attendance at events/functions organised by Reperion or that Reperion is involved in

For purposes that are ancillary to or in furtherance of the above purposes e.g. ancillary to or in furtherance of facilitating attendance at events/functions organised by Reperion or that Reperion is involved in, we will use your Personal Data to communicate with you concerning the invitation to

the events/functions and inform you of updates on the events/functions and to seek your feedback or comments on your attendance of the events/functions.

Others

To evaluate applications for employment / job positions within Reperion

To evaluate applications for scholarships and to award scholarships to eligible parties

To evaluate applications for internships and industrial attachments

To conduct due diligence/background checks on job applicants

To evaluate suitability and eligibility for training courses

To communicate with individuals who participate in competitions organised by Reperion

To communicate with award nominees and award winners for awards organised by Reperion

To organise and manage events for community and charitable purposes

Security clearance / entry access into Reperion's premises

To facilitate attendance at events/functions organised by Reperion or that Reperion is involved in

For purposes that are ancillary to or in furtherance of the above purposes e.g. ancillary to or in furtherance of facilitating attendance at events/functions organised by Reperion or that Reperion is involved in, we will use your Personal Data to communicate with you concerning the invitation to the events/functions and inform you of updates on the events/functions and to seek your feedback or comments on your attendance of the events/functions

For informing next of kin in the event of an emergency

For compliance with visa requirements or obligations imposed by immigration laws or aviation authorities

For communication of Reperion's news releases and financial results

3. Disclosure, sharing and transfer of Personal Data

Reperion does not sell or rent Personal Data that we collect from individuals, including our website visitors. In the course of or in connection with providing our products and services to our customers, we disclose, share and transfer Personal Data to the following parties for the following purposes:

To our customers/vendors/subcontractors/consultants/business partners for tender purposes.

To our representatives and sub-contractors for the purposes of providing products and services to our customers on our behalf.

To our business partners for the purposes of providing products and services to our customers.

To government and non-government authorities, agencies and/or regulators as required under law or under directions or orders from the government and non-government authorities, agencies and/or regulators for security, regulatory approvals or permits.

To other Reperion entities for the purpose of responding to questions, concerns, comments or feedback on our products or services or our business, or to share knowledge on issues such as industry developments, Reperion's business, market outlook, corporate events and other products and services of Reperion that may be of interest to your company, organisation or business.

To other Reperion entities to facilitate the provision of products and services to our customers where the project or engagement involves other Reperion entities.

To event organisers and service providers to facilitate the planning of events / functions that Reperion organises or is involved in.

We also disclose and transfer Personal Data to the following parties for the purposes of managing, operating, administering and running our business and for our business and legal purposes:

To other Reperion entities for security purposes

To other Reperion entities for purposes of evaluating our products and services and our business

Financial institutions for purposes of payments and transactions related to Reperion's provision of products and services or related to products and services provided to Reperion by our vendors / service providers / consultants

To our service providers (who may be located outside Singapore) that have been retained to perform services on our behalf, including:

Service providers who provide IT and outsourcing services such as data storage, electronic mail services, deployment of management operations for information technology and HR outsourcing services;

Professional, financial and legal advisors, tax advisors, auditors, insurers and insurance brokers;

Vendors, service providers and consultants that have been engaged to help manage, operate, administer and run Reperion's operations and business process or provide services to facilitate our provision of our products and services; and

External contractors to provide consultancy and evaluative services to Reperion and for Reperion's products and services, or organise events for Reperion.

Reperion requires that the parties to whom we transfer Personal Data and our service providers implement adequate levels of protection in order to protect Personal Data. We also require that these parties only process Personal Data strictly for purposes for which we engage them for and consistent with the purposes that we have described in the section "Purposes for which we collect and use Personal Data" or with other purposes for which consent has been sought and obtained.

In addition, we would disclose Personal Data in the following circumstances:

we are required to do so by law or by the listing rules of Singapore Exchange Limited;
in response to a request from law enforcement authorities or other government officials;
to comply with a court order or direction from a government agency or regulatory authority ordering the disclosure of the Personal Data; and
where the disclosure is necessary for investigations or legal proceedings.

4. Protection and Security of Personal Data

We employ a range of technological and physical security arrangements and maintain safeguards to protect against the accidental or unauthorised access, collection, use, disclosure, copying, modification, disposal, deletion and other similar risks to Personal Data.

5. Retention of your Personal Data

Reperion only retains Personal Data for as long as the retention is required for the purposes for which we collected the Personal Data, the purposes described in this Policy and for our business and legal purposes. Generally, we do not retain Personal Data for a period of longer than 7 years after the original purposes for which the Personal Data was collected have ceased to be applicable, unless otherwise required by law, the listing rules of Singapore Exchange Limited or other mandatory directions by court or government authorities or for purposes of legal proceedings or other similar proceedings or investigations. For unsuccessful job applicants, Reperion will retain your Personal Data for no longer than 2 years for the purposes of evaluating your suitability for future job openings within Reperion, unless you inform us otherwise (please refer to Section 6).

6. How to Contact Us

If you have any questions or comments about this Policy and our policies and practices on our collection, use, disclosure or retention of Personal Data, you may contact our Data Protection Officers:

For Reperion

Email address: info@reperion.io

Mailing address: Data Protection Officer

68 Circular Road, #02-01

Singapore 049422

For Commercial business

Email address: info@reperion.io

Mailing address: Data Protection Officer (Commercial)

68 Circular Road, #02-01

Singapore 049422

For Defence & Public Security business

Email address: info@reperion.io

Mailing address: Data Protection Officer (Defence & Public Security)

68 Circular Road, #02-01

Singapore 049422

If you are a job applicant and wish to inform us that: (i) you do not wish for Reperion to share your personal data with other entities in Reperion for evaluating your suitability or eligibility for another job position within Reperion other than the one you are applying for; or (ii) you do not wish for Reperion to retain your personal data for the purposes of evaluating your suitability for future job openings within Reperion, please contact:

Email address: info@reperion.io

Mailing address: HR Data Protection Officer

68 Circular Road, #02-01

Singapore 049422

7. Updating or correcting your Personal Data

Reperion takes reasonable measures to ensure that the Personal Data we collect about individuals is accurate and complete. For this reason, if there is any change or update in Personal Data, we would like to know about these changes or updates. If there is a change or an update in your Personal Data or if there is a need to correct any Personal Data of yours that we have, please write to us and provide us with the following details:

Your name and an email address or mailing address at which we can contact you.

The nature of our relationship with you.

The Personal Data for which there has been a change, update or correction.

You may send your requests to our Data Protection Officer at the contact details listed in Section 6 above.

We will endeavour to acknowledge the receipt of your request within 3 working days after the date of receipt of your request if it is sent by e-mail, or within 7 days after the date of receipt of your request if it is sent by post. As it is important to us that the Personal Data that we have about you is accurate and complete, it may be necessary for us to request for supporting documentation from you. We will contact you if we require supporting documentation from you.

There may be circumstances where we will not update or correct Personal Data, including:

The Personal Data is opinion data that is kept solely for an evaluative purpose; and

The Personal Data is in documents related to a prosecution if all proceedings relating to the prosecution have not been completed.

8. Your Requests and Feedback on your Personal Data with us

You may request for information from Reperion on what Personal Data of yours we have and how we have used and shared your Personal Data during the last one year before the date of your request. To learn more about how you can request for information from Reperion, please see our Request for Information Notice.

You may also choose to withdraw your consent to Reperion's use, collection, sharing or processing of your Personal Data at any time. To learn more about how you can withdraw your consent, please see our Withdrawal of Consent Notice. Please understand that your withdrawal of your consent to our use of your Personal Data may affect our provision of products and services to you or our business dealings with you, depending on the nature of your relationship with us.

If you have any concerns, feedback or complaints about the use and/or sharing of your Personal Data, we are open to receiving your feedback or complaint. To learn more about how you may submit a complaint about our use and/or sharing of your Personal Data, please see our Feedback and Complaint Notice.

9. Updates to this Personal Data Protection Notice

We may change or update portions of this Policy at any time and without prior notice to you. Please review this Policy from time to time so you are aware of any changes or updates to the notice. We will indicate the effective date of the notice. If you do not agree with any of the changes or updates to the Policy, you have the option of withdrawing your consent to our collection, use, disclosure and processing of your Personal Data (please refer to Section 8 above).

Effective date: 1 November 2023