



PRIVACY POLICY

1. With effect from 1 July 2014, this Privacy Policy will form part of the terms and conditions governing your relationship with Cosmosteel Holdings Limited and its subsidiaries (the “**Group**”), and should be read in conjunction with any and all terms and conditions to which your relationship with the Group is subject, including but not limited to any and all terms and conditions of sale of goods and/or purchase of goods.
2. For the purposes of this Policy, “**personal data**” means data, whether true or not, about you, from which you can be identified, or from that data and other information which the Group has or is likely to have access to. Personal data includes, but is not limited to, data such as your name, identification number, telephone numbers, addresses, email addresses and any other information relating to individuals which you have provided to the Group.
3. The Group collects, uses and discloses your personal data for the following purposes in connection with your relationship with the Group, to the extent applicable:
 - (a) evaluating and processing your request for any products and/or services offered or distributed by the Group (including but not limited to third party products and/or services);
 - (b) evaluating and determining the terms of such offering and distribution, including price, quality, quantity, terms of delivery, warranties, and credit terms;
 - (c) conducting research (whether by the Group or by a third party) for the purposes of developing or improving products, services, and marketing strategies (including but not limited to that provided by third parties);
 - (d) offering and marketing to you, in various modes, any products, services, special offers, promotions or events provided by the Group which we think may be of interest to you;
 - (e) providing the products and/or services requested;
 - (f) managing your business and the Group’s obligations to you;
 - (g) performing such checks and/or verification as the Group may reasonably require to detect, prevent and/or investigate any crime, offence or breaches of the terms of our agreements;
 - (h) performing checks with the Do Not Call Registry;
 - (i) generating financial, regulatory, management or other related reports and performance of analytics;
 - (j) meeting or complying with the Group’s internal policies and procedures and any applicable rules, laws, regulations, codes of practice, guidelines, orders or requests issued by any court, legal or regulatory bodies (both national and international);
 - (k) performing audit checks and for legal purposes (including but not limiting to seeking advice and enforcing the Group’s legal rights, drafting and reviewing of documents and facilitating dispute resolution);
 - (l) facilitating any proposed or actual business assignment, transfer, participation or sub-participation in any of the Group’s rights or obligations;
 - (m) handling feedback and/or complaints; and
 - (n) purposes which are reasonably related to the aforesaid.
4. Personal data held by the Group will be kept confidential and the Group will make reasonable security arrangements to prevent unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks. However, in order to carry out the purposes listed above, the Group may, to the extent permitted by applicable law and/or regulation, share personal data with third parties, whether in Singapore or elsewhere. When doing so, the Group will require them to ensure that personal data so disclosed is kept similarly confidential and secure.

COSMOSTEEL HOLDINGS LIMITED

14 Lok Yang Way, Singapore 628633 Tel: (65) 6863 1828 Fax: (65) 6861 2191
Email: general@cosmosteel.com.sg Website: www.cosmosteel.com
Co. Reg. No.: 200515540Z



5. In addition to the foregoing, by providing personal data of a third party (e.g. information of other directors and business partners) to us, you also represent and warrant that consent from that third party has been obtained for the collection, use and disclosure of that personal data by the Group for the purposes listed above.
6. Many webpages use “cookies”, which is a small text file that a webpage can send and store on your computer or mobile device. The Group uses cookies in some of its webpages to collect information about users of the same (such as session information). You can adjust your browser’s settings to disable cookies, but note that in doing so, you may not be able to access certain parts and/or functions of our webpage.
7. You may at any time withdraw any consent given, in respect of the collection, use or disclosure by the Group of your personal data, for any purpose. If you withdraw any consent given, depending on the nature of your request, the Group may not be able to carry on certain business and transactions with you and/or related parties, and your withdrawal may result in a breach of contractual obligations or undertakings to the Group, in which case, the Group’s legal rights and remedies are expressly reserved.
8. The Group retains your personal data until it is reasonable to assume that the purpose for which your personal data was collected is no longer being served by its retention, and retention is no longer necessary for legal or business purposes.
9. You may request access to and correction of your personal data held by the Group. Depending on the nature and complexity of your request, the Group may charge a fee for processing your request for access and/or correction. The Group will inform you of the fee beforehand and take further instructions before it is charged to you.
10. As the Group relies on your personal data to provide products and services to you, you shall ensure that at all times, the information provided to the Group is correct, accurate and complete, and you shall update the Group in a timely manner of any and all changes to the same.
11. Any consent given pursuant to this Policy shall not derogate from, and shall be without prejudice to, any other rights which the Group may have to collect, use and disclose your personal data, and nothing herein is to be construed as limiting the same.
12. The Group may amend this Policy from time to time to ensure that it is consistent with any changes in laws and regulations. The Group will make available such updated policy at its office in Singapore. All communications, transactions and dealings with the Group shall be subject always to the latest version of this Policy in force at the time.
13. To contact us on any aspect of this Policy, please visit us at our office in Singapore or get in touch with the Group’s Data Protection Officer:

Name	:	Laura Ng Ying Shu
Position/Title	:	Chief Financial Officer
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Telephone No.	:	6863 1828
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