

Privacy Policy

Basic Policy

We deeply acknowledge that the personal information we hold on customers is privileged information that may comprise their privacy. Handling of personal information in our business is made in accordance with laws and guidelines regarding the Personal Data Protection Act (2012) in Singapore, as well as the conditions stipulated below. We familiarize all our officers and employees with them so that they manage personal information with due care.

Handling of Personal Information

Collection and Usage of Personal Information

Collection of personal information by our company is made by using a legitimate and fair method, and by clarifying the purpose of use. We collect personal information within the scope required for accomplishing the given purpose of use. In addition, personal information is used within a scope that does not deviate from such stated purpose of use.

Management and Protection of Personal Information

We manage personal information strictly, and do not disclose or provide it to third parties unless (1) we obtain approval from our customers, (2) we outsource handling personal information to an external party according to our business needs after taking appropriate measures to protect confidentiality, or (3) such an action is based on applicable laws. In addition, we take appropriate measures to prevent unauthorized access, loss, damage, falsification or divulgence related to personal information.

Ongoing Improvements to Systems and Mechanisms for Management of Personal Information Protection

We implement ongoing improvements of systems and mechanisms for the management of personal information protection.

Inquiries Regarding Personal Information

When we receive a request from the subject of personal information managed by our company to notify the purpose of use, to disclose, correct, stop the use of, or delete such information, or to stop the provision of such information to third parties, we respond promptly within a reasonable scope.

Kajima Oversea Asia Pte. Ltd.

Date of establishment: 1 July 2014

[Contact concerning this Privacy Policy](#)