

## Privacy Policy

**Last Updated Date: [06 February 2026]**

We at Kajima Oversea Asia (Singapore) Pte. Ltd. take our responsibilities under the Personal Data Protection Act 2012 (the “**PDPA**”) seriously. We also recognise the importance of the Personal Data you have entrusted to us and believe that it is our responsibility to properly manage, protect and Process your Personal Data.

This Privacy Policy (“**Privacy Policy**”) is designed to assist you in understanding how we and our affiliates (“**Kajima**”, “**we**”, “**us**” or “**our**”) collect, use and/or disclose the Personal Data you have provided to us, as well as to assist you in making an informed decision before providing us with any of your Personal Data.

If you, at any time, have any queries on this policy or any other queries in relation to how we may use, manage, protect and/or Process your Personal Data, please do not hesitate to contact our Data Protection Officer (the “**DPO**”) at:

**Ms. Jessie Soh**  
Email: [dpo.koas@kajima.com.sg](mailto:dpo.koas@kajima.com.sg)

### **1. Definitions**

1.1 In this Privacy Policy, the following words and expressions shall have the meanings respectively assigned to them hereunder:

“**PDPA**” means the Personal Data Protection Act 2012 (No. 26 of 2012) of Singapore, including all amendments thereto and subsidiary legislation enacted thereunder, whether now or in the future.

“**Personal Data**” means data, whether true or not, about an individual who can be identified (a) from that data; or (b) from that data and other information to which a party has or is likely to have access.

“**Process**”, in relation to Personal Data, means the carrying out of any operation or set of operations in relation to the Personal Data, including without limitation to recording, holding, organising, adapting, altering, modifying, retrieving, combining, transmitting, erasing, or destroying, and “**Processing**” shall be construed accordingly.

### **2. How we collect your Personal Data**

2.1 We will collect your Personal Data in accordance with the PDPA. In general, before we collect any Personal Data from you, we will notify you of the purposes for which your Personal Data may be collected, used and/or disclosed, as well as obtain your consent for the collection, use and/or disclosure of your Personal Data for the intended purposes.

2.2 We may collect your Personal Data:

- (a) that you provide to us in connection with or through your use of our website;
- (b) that you provide to us in connection with the services we provide;
- (c) that you provide to us in connection with your prospective employment.

### **3. Types of Personal Data we collect about you**

3.1 The Personal Data which we may collect from you will depend on the purpose for which we are collecting your Personal Data, and may include:

- (a) Your name;
- (b) Your contact details (such as your office, home and mobile number, email address);
- (c) Your address;
- (d) Your photograph;
- (e) Your nationality;
- (f) date of birth;
- (g) Your employment, education and/or salary information; and
- (h) any other information that you have provided to us.

#### **4. How we may use your Personal Data**

4.1 We may collect, use, disclose and/or Process your Personal Data for any or all of the following purposes, as well as such other purposes that are disclosed to you when collecting your Personal Data:

- (a) To perform obligations in the course of or in connection with our provision of the goods and/or services requested by you.
- (b) To verify your identity.
- (c) To assess your suitability for your job application.
- (d) To respond to, handle, and process queries, requests, applications, complaints, and feedback from you.
- (e) To manage your relationship with us.
- (f) To contact you in order to provide you with information or services where required by law or that you request from us.
- (g) To personalise or customise the content and services that we provide to you, including providing you with location-based or traffic-based services.
- (h) To process your payments or purchases.
- (i) To store, host and/or back up your Personal Data for disaster recovery purposes, whether within or outside Singapore.
- (j) To conduct research, analysis, and development activities (including but not limited to data analytics, surveys and/or profiling) to improve our products and/or services.
- (k) To respond to any legal processes, pursue legal rights and remedies, and manage any complaints or claims.
- (l) To respond to requests for information from public and governmental/regulatory authorities, statutory boards, related companies and for audit, compliance, investigation and inspection purposes.
- (m) To comply with any applicable laws, regulations, codes of practice, guidelines, or rules, or to assist in law enforcement and investigations conducted by any governmental and/or regulatory authority, whether within or outside Singapore.
- (n) To transmit to any unaffiliated third parties including our third party service providers

and agents, and relevant governmental and/or regulatory authorities, whether in Singapore or abroad, for the aforementioned purposes.

- (o) To achieve any other incidental business purposes related to or in connection with the above.

4.2 The purposes listed above may continue to apply even in situations where your relationship with us has been terminated or altered in any way, for a reasonable period thereafter.

## 5. With whom we may share your Personal Data

5.1 You acknowledge and agree that Personal Data provided to us by you may be disclosed and/or transferred to the following third parties, and used or Processed by such third parties, whether within or outside Singapore, for the purposes set out above or otherwise permitted/required by law:

- (a) **Our affiliates, agents and service providers.** We may share your Personal Data with our affiliates, agents and service providers for one or more of the above-stated purposes, for them to Process your Personal Data on our behalf.
- (b) **Governmental and regulatory authorities.** We may share your Personal Data with third parties, including law enforcement agencies and governmental or regulatory authorities, whether in Singapore or abroad, where we are required or permitted to do so under applicable laws (including to respond to valid legal process such as a search warrant or a court order), where we are requested to do so by such law enforcement agencies and governmental or regulatory authorities, or where we have another legitimate interest in doing so.
- (c) **Buyer or successor of our business.** We may share your Personal Data with any buyer or successor in the event of a merger, reorganisation, dissolution, or other sale or transfer of title.
- (d) **Our professional advisors, including auditors and lawyers.** We may share your Personal Data with or disclose your Personal Data to our advisors in the course of seeking professional advice.

5.2 The purposes listed in the above clauses may continue to apply even in situations where your relationship with us has been terminated or altered in any way, for a reasonable period thereafter.

## 6. Cookies

6.1 We use cookies on our website. A cookie is a text file for the website to remember who you are. Cookies only record those areas of the website that have been visited by you and for how long.

6.2 You have the ability to accept or decline cookies by modifying the setting in your browser. However, you may not be able to use certain features of the website if cookies are disabled.

## 7. Your rights and options regarding your Personal Data

### 7.1 Withdrawing consent.

- (a) You may withdraw your consent and request us to stop collecting, using, disclosing and/or Processing your Personal Data for any or all of the purposes listed above by submitting your request via email to our DPO at the contact details provided above.
- (b) Upon receipt of your written request to withdraw your consent, we may require a reasonable period of time to process and respond to your request.

- (c) 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 access to the website and/or the relevant services to you. We will, in such circumstances, notify you before completing the processing of your request.
- (d) Please note that withdrawing consent does not affect our right to continue to collect, use, disclose or Process your Personal Data where such collection, use, disclosure, and Processing without consent is permitted or required under applicable laws.

## 7.2 Accessing and Correcting your Personal Data

- (a) If you wish to make
  - (i) 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 had used or disclosed your Personal Data in the one (1) year prior to the date of your request, or
  - (ii) a correction request to correct or update any of your Personal Data which we hold about you,

you may submit your request via email to our DPO at the contact details provided above.

- (b) 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.
- (c) We will respond to your request as soon as reasonably possible. 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 any Personal Data 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 applicable laws).

## 8. Protection of Personal Data

8.1 We will take appropriate administrative, physical, and technical measures to safeguard your Personal Data from unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks, and the loss of any storage medium or device on which Personal Data is stored.

8.2 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 Personal Data, and are constantly reviewing and enhancing our security measures.

## 9. Accuracy of Personal Data

9.1 When you submit Personal Data to us, you should ensure such Personal Data is accurate. You should also let us know if there are changes or updates to your Personal Data so that we do not hold any inaccurate Personal Data about you.

## 10. How long we retain your Personal Data

10.1 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.

10.2 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.

## **11. Updates**

- 11.1 As part of our efforts to ensure that we properly manage, protect and Process your Personal Data, we will be reviewing our policies, procedures and processes from time to time.
- 11.2 We reserve the right to amend the terms of this Privacy Policy at our absolute discretion. Any amended Privacy Policy will be posted on our website and can be viewed at <https://koas.com.sg/koas-privacy-policy.pdf>.
- 11.3 You are encouraged to visit the above website from time to time to ensure that you are well informed of our latest policies and practices in relation to Personal Data protection.