



Data Protection Policy for Rohde & Schwarz Regional Headquarters Singapore Pte. Ltd.

(“Data Protection Policy”)



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Introduction

This Data Protection Policy sets out the basis upon which Rohde & Schwarz Regional Headquarters Singapore Pte. Ltd. ("RS-RHQS") ("we", "us", or "our") may collect, use, disclose or otherwise process personal data of individuals in accordance with the Singapore Personal Data Protection Act 2012 ("PDPA").

1 Personal Data

In this Data Protection Policy, "Personal Data" refers to any data, whether true or not, about an individual as defined in PDPA ("Individual") who can be identified (a) from that data; or (b) from that data and other information to which we have or are likely to have access. Examples of such Personal Data include but are not limited to:

- name, identification or passport number, telephone number(s), mailing address, email address and any other information relating to the Individual which was provided in any forms that may have been submitted to us, or in other forms of interaction with the Individual;
- employment history, education background, and income levels;
- family particulars;
- salary information and bank account details;
- work-related health issues and disabilities;
- photographs and other audio-visual information.

The Individual may have provided the Personal Data to us personally, or authorized third parties to provide the Personal Data to us and consent (on your behalf) to our collection of Personal Data. These third parties could be your superiors, employees, subordinates, colleagues and your family members.

2 Collection and Use of Personal Data

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

- assessing and evaluating suitability for employment/appointment within RS-RHQS including work pass application and pre-employment checks;
- internships and industrial attachments within RS-RHQS;
- managing employee benefit schemes;
- providing employees with tools and/or facilities to enable or facilitate the performance of employees' duties;
- managing corporate social responsibility projects;
- conducting analytics and research for human resource planning and management, and to review, develop, optimize and improve work related practices, environment and productivity;
- administrative and business operations of RS-RHQS function (include but not limited to examining or monitoring any computer software and/or hardware installed within RS-RHQS, work emails, personal digital and storage devices installed within RS-RHQS);
- all administrative and human resources related matters within RS-RHQS, including payroll, insurance and benefits administration, access to computer systems, claims and expenses processing, performance management and investigating any acts or defaults (or suspected acts or defaults);



- training course/seminar/conference registration;
- facilitating attendance at events/functions organized by RS-RHQS or that RS-RHQS is involved in;
- project proposal for tender or contract purposes and billing to Clients for contracted projects;
- security clearance / entry access into RS-RHQS's premises;
- compiling and publishing internal directories and emergency contact lists for business continuity;
- posting photographs on staff pass, newsletters, intranet and company website;
- administering cessation processes;
- facilitating any proposed or confirmed merger, acquisition or business asset transaction involving any part of Rohde & Schwarz Group of Companies, or corporate restructuring process;
- facilitating our compliance with any laws, customs and regulations which may be applicable to us; and
- any other purpose relating to any of the above.

We only collect and use Personal Data for purposes which the Individual has consented or is deemed to have consented to and for which we have been authorized. If we need to use the Individual's Personal Data for any purpose which was not previously consented to, we would seek for the Individual's consent prior to using the Personal Data for the new purpose (except where permitted or authorized by law).

3 Disclosure, Sharing and Transfer of Personal Data

We may disclose, share and transfer the Personal Data that employees provide to us, for the purposes listed above, to the following entities or parties:

- Rohde & Schwarz Group of Companies, RS-RHQS related corporations and affiliates;
- customers/vendors/subcontractors/consultants/business partners for tender or contract purposes the specific employee is involved in;
- 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;
- event organizers and service providers to facilitate the planning of events/functions that RS-RHQS organizes or is involved in;
- service providers (who may be located outside Singapore insofar the PDPA permits) that have been retained to perform services on our behalf or on behalf of Rohde & Schwarz Group of Companies, 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;
 - Employee related travel arrangement service provides including hotels, travel agents and airlines.
 - professional, financial and legal advisors, banks, tax advisors, auditors, insurers and insurance brokers;
 - vendors, service providers and consultants that have been engaged to help manage, operate, administer and run RS-RHQS's operations and business process or provide services to facilitate our provision of our products and services;



- external contractors who provide consultancy and evaluative services to RS-RHQS and for RS-RHQS's products and services, or organize events for RS-RHQS; and

RS-RHQS 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 which are consistent with the purposes that we have described in this section or under the section "Collection and Use of Personal Data" or with other purposes for which consent has been sought and obtained.

4 Withdrawal of Consent of Personal Data

The consent that the Individual provides for the collection, use and disclosure of Personal Data will remain valid until such time as it is withdrawn in writing.

Should the Individual wish to withdraw consent previously given, they can contact the Data Protection Officer ("DPO") via email or mailing address set out in Section 8.

We will cease to collect, use and disclose the concerned Personal Data upon the withdrawal of consent from the Individual, except if such collection, use and disclose is permitted or required under applicable laws.

5 Accuracy, Access To, and Correction of Personal Data

RS-RHQS takes reasonable effort to ensure Personal Data is current, complete and accurate. If there is a change or an update in Personal Data, or if there is a need to correct any Personal Data of the Individual, please submit a request with the following details to the DPO at the contact details listed in Section 8 (or follow the RS-RHQS internal procedure/system for updating particular Personal Data for existing employees):

- Name and contactable email address or mailing address.
- Nature of relationship with RS-RHQS.
- The Personal Data for which there has been a change, update or correction.

The DPO will acknowledge receipt of the request within 4 weeks. As it is important that the Personal Data is accurate and complete, it may be necessary for RS-RHQS to contact the Individual to request for supporting documentation if required.

An Individual may request for access to their Personal Data records held by RS-RHQS by contacting the DPO at the contact details listed in Section 8. The DPO will acknowledge receipt of the request within 4 weeks.

6 Protection of Personal Data

RS-RHQS takes reasonable steps to employ a range of technological and physical security arrangements and maintains safeguards to protect against the accidental or unauthorized access, collection, use, disclosure, copying, modification, disposal, deletion and other similar risks to Personal Data.

We strive to protect the security of Personal Data and are constantly reviewing and enhancing our information security measures.



We have measures in place to deal with any suspected Personal Data breaches and will notify you and any applicable authority of such data breaches where we are required by law to do so. Our Data Breach Management Plan outlining these measures is accessible to employees through RS-RHQS Jam Page.

7 Retention of Personal Data

RS-RHQS may retain Personal Data for as long as it is necessary to fulfill the purposes for which they were collected as described in this Policy and for our business and legal purposes, or as required or permitted by applicable laws.

We will cease to retain the concerned Personal Data, or remove the means by which the data can be associated with the individual, as soon as it is reasonable to assume that such retention no longer serves the purposes for which the Personal Data was collected, and is no longer necessary for legal or business purposes.

8 Contact

For any questions or concerns about our Personal Data Protection policies and practices, withdrawal of consent, or to request access to, update or correct the Personal Data within our possession and control, please contact:

Email: RHQS-DPO@rohde-schwarz.com
 Address: Data Protection Officer
 Rohde & Schwarz Regional Headquarters Singapore Pte. Ltd.
 No.9, Changi Business Park Vista
 #03-01
 Singapore 486041

RS-RHQS will not be responsible to update the Personal Data provided/received from third party. Should there be a need to make queries, complaints, access and correction request under such circumstances, the Individual would have to contact the original source of information provider.

9 Updates to this Policy

We may change or update this Policy at any time taking into consideration new laws, technology and changes to the business environment without any prior notice. Please review this Policy available on RS-RHQS Jam Page from time to time so you are aware of any changes or updates to the notice.

Effective date : 3 November 2014

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