

DATA PROTECTION POLICY

1. Introduction

This Data Protection Policy outlines **Skylift Consolidator (Pte) Ltd's** commitment to protecting personal data in compliance with the Singapore Personal Data Protection Act (PDPA) 2012. The company is engaged in the **Provision of Freight Forwarding and Warehousing Services** and is committed to safeguarding the personal data of its customers, employees, vendors, and other stakeholders.

2. Collection, Use, and Disclosure of Personal Data

Skylift Consolidator (Pte) Ltd collects, uses, and discloses personal data for the following purposes:

- Processing freight forwarding and warehousing transactions.
- Managing customer and vendor relationships.
- Facilitating regulatory compliance and legal obligations.
- Communicating with customers regarding their shipments and logistics requirements.
- Conducting internal business operations, including billing, record-keeping, and audits.

3. Consent and Withdrawal

The company will obtain consent before collecting, using, or disclosing personal data unless otherwise permitted by law. Individuals may withdraw consent by providing reasonable notice, subject to legal and contractual obligations.

4. Access and Correction of Personal Data

Individuals may request access to or correction of their personal data held by the company. Requests should be submitted in writing to the Data Protection Officer (DPO) at cindy@skylift.com.sg.

5. Protection of Personal Data

Skylift Consolidator (Pte) Ltd implements appropriate security measures to prevent unauthorized access, collection, use, disclosure, or modification of personal data. These measures include:

- Secure storage systems.
- Restricted access to personal data.
- Data encryption and firewall protection where applicable.

6. Retention of Personal Data

Personal data will be retained only for as long as necessary to fulfil the stated purposes and legal obligations. The company will securely dispose of or anonymize personal data when it is no longer needed.

7. Transfer of Personal Data

If personal data is transferred outside Singapore, Skylift Consolidator (Pte) Ltd ensures that the receiving organization provides a comparable standard of data protection in compliance with the PDPA.

8. Data Breach Notification

In the event of a data breach involving personal data, Skylift Consolidator (Pte) Ltd will assess the severity and, where required, notify the Personal Data Protection Commission (PDPC) and affected individuals in a timely manner.

9. Contact Information

For inquiries regarding this Data Protection Policy or personal data matters, individuals may contact our Data Protection Officer at:

Cindy Yeo, Data Protection Officer
62 Ubi Road 1, #09-18, Oxley Bizhub 2, Singapore 408734
cindy@skylift.com.sg
+65 65426777

10. Review and Updates

This policy will be reviewed periodically to ensure compliance with legal and business requirements. Any updates will be posted on the company's website or communicated as necessary.

11. Queries

If you have any queries regarding this document, please contact:

Data Protection Officer (DPO), Cindy Yeo, cindy@skylift.com.sg

12. Effective Date: 1 March 2025

Approved By:



Mirin Hiroyuki
Managing Director
Skylift Consolidator (Pte) Ltd