

Personal Data Protection Policy

Murata Electronics Singapore (Pte.) Ltd. (“MES”) is committed to comply with the requirements of the Personal Data Protection Act 2012 (“PDPA”) and respects your choices in respect of your personal data. Any and all personal information collected shall only be used for purposes which you have consented to and for which we have been authorized.

This Personal Data Policy (“**Policy**”) describes the types of Personal Data we may collect from you, how we may use that information, and with whom we may share it. Our Policy also describes the measures we take to protect the security of the information you provide to us, including without limitation through this Website. We also tell you how you can reach us to update your Personal Data, ask questions you may have about our personal data protection practices and provide feedback on our personal data protection practices.

“**Personal Data**” in this Policy means data that can identify an individual.

1. Personal Data that we collect

The types of Personal Data that we collect about individuals include:

- a) name or alias, gender, NRIC/FIN or passport number, date of birth, nationality, and country and city of birth;
- b) mailing address, telephone numbers, email address and other contact details;
- c) employment and training history;
- d) salary information and bank account details;
- e) details of your next-of-kin, spouse and other family members;
- f) work-related health issues, medical report and disabilities;
- g) records on leave of absence from work;
- h) photographs and other audio-visual information;
- i) performance assessments and disciplinary records; and
- j) any additional information provided to us by you as a job applicant (that is, prior to being engaged as an employee).

You may have provided the Personal Data to us personally or authorized other individuals to provide the Personal Data to us and consent (on your behalf) to our collection of your Personal Data from these individuals. These individuals could be your superiors, employees, subordinates, colleagues and your family members.

Where you give us Personal Data about other individuals, you confirm that you are authorized to disclose and consent, on their behalf, to the processing of such Personal Data for the purposes described in the section “Purposes for which we collect and use Personal Data”, or other purposes for which your consent has been sought and obtained.

2. Purposes for which we collect and use Personal Data

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

- i. To evaluate applications for employment, job positions within MES.
- ii. To administrate promotion in employment or office or for continuance in employment or office.
- iii. To administrate removal from employment or office.
- iv. To administrate admission to an education institution.

- v. To evaluate applications for scholarships and to award scholarships to eligible parties.
- vi. To evaluate applications for internships and industrial attachments.
- vii. To conduct due diligence, background checks on job applicants.
- viii. To communicate with individuals who participate in competitions organized by MES.
- ix. To process grant of financial or social assistance, or the delivery of appropriate health services, under any scheme administered by a public agency.
- x. To communicate with award nominees and award winners for awards organized by MES.
- xi. To organize and manage events for community and charitable purposes.
- xii. Security clearance, entry access into the premises of MES.

We only collect and use Personal Data for purposes which you have consented to and for which we have been authorized. If we need to use your Personal Data for any purpose which you have not previously consented to, we would seek your consent prior to using your Personal Data for the new purpose.

3. Disclosure, sharing and transfer of Personal Data

MES do not sell or rent Personal Data that we collect from individuals, including our website visitors. In the course of or in connection with providing our products and services to our customers, we disclose, share and transfer Personal Data to the following parties for the following purposes:

- i. To our agents and sub-contractors for the purposes of providing products and services to our customers on our behalf.
- ii. To our business partners for the purposes of providing products and services to our customers.
- iii. To 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.

We also disclose and transfer Personal Data to the following parties for the purposes of managing, operating, administering and running our business and for our business and legal purposes:

- iv. For job applicants, your Personal Data may be shared with other entities in the Murata Group if MES take the view that you may be suitable or eligible for another job position within the Murata Group, unless you inform us otherwise (please refer to Section 6). The Personal Data will be used in a confidential manner to help Murata Group monitor their recruitment processes.
- v. For employees, in the course of managing the employment relationship with you, we may disclose, share and transfer your Personal Data both internally and to our authorised third party service providers, agents and government authorities/agencies only on a need-to-know basis.

In addition, we would disclose Personal Data in the following circumstances:

- vi. in response to a request from law enforcement authorities or other government authorities.
- vii. to comply with a court order or direction from a government agency or regulatory authority ordering the disclosure of the Personal Data; and
- viii. where the disclosure is necessary for investigations or legal proceedings.

4. Protection and Security of Personal Data

We employ a range of technological and physical security arrangements and maintain safeguards to protect against the accidental or unauthorized access, collection, use, disclosure, copying, modification, disposal, deletion and other similar risks to Personal Data.

5. Retention of your Personal Data

MES only retain Personal Data for as long as the retention is required for the purposes for which we collected the Personal Data, the purposes described in this Policy and for our business and legal purposes. Generally, we do not retain Personal Data for a period of longer than 7 years after the original purposes for which the Personal Data was collected have ceased to be applicable, unless otherwise required by law, the listing rules of Singapore Exchange Limited or other mandatory directions by court or government authorities or for purposes of legal proceedings or other similar proceedings or investigations.

For unsuccessful job applicants, MES will retain your Personal Data for no longer than 1 year for the purposes of evaluating your suitability for future job openings within Murata Group, unless you inform us otherwise (please refer to section 6).

6. How to Contact Us?

If you have any questions or comments about this Policy and our policies and practices on our collection, use, disclosure or retention of Personal Data, you may contact our Data Protection Officer:

Email address	: mes.dpo@murata.com
Mailing address	: Data Protection Officer Murata Electronics Singapore Pte. Ltd. 200 Yishun Ave 7, Singapore 768927
Tel	: 65-6758 4233

7. Updating or correcting your Personal Data

MES take reasonable measures to ensure that the Personal Data we collect about individuals are accurate and complete. For this reason, if there is any change or update in Personal Data, we would like to know about these changes or updates. If there is a change or an update in your Personal Data or if there is a need to correct any Personal Data of yours that we have, please write to us and provide us with the following details:

- Your name and an email address or mailing address at which we can contact you.
- The nature of our relationship with you.
- The Personal Data for which there has been a change, update or correction.

You may send your requests to our Data Protection Officer at the contact details listed in Section 6 above.

We will endeavor to acknowledge the receipt of your request within 3 working days after the date of receipt of your request if it is sent by e-mail, or within 7 days after the date of receipt of your request if it is sent by post. As it is important to us that the Personal Data that we have about you is accurate and complete, it may be necessary for us to request for supporting documentation from you. We will contact you if we require supporting documentation from you.

There may be circumstances where we will not update or correct Personal Data, including:

1. The Personal Data is opinion data that is kept solely for an evaluative purpose; and
2. The Personal Data is in documents related to a prosecution if all proceedings relating to the prosecution have not been completed.

8. Your Requests and Feedback on your Personal Data with us

You may request for information from MES on what Personal Data of yours we have and how we have used and shared your Personal Data during the last one year before the date of your request. To learn more about how you can request for information from MES, please see our [Personal Data Request](#).

You may also choose to withdraw your consent to MES' use, collection, sharing or processing of your Personal Data at any time. To learn more about how you can withdraw your consent, please see our [Personal Data Request](#). Please understand that your withdrawal of your consent to our use of your Personal Data may affect our provision of products and services to you or our business dealings with you, depending on the nature of your relationship with us.

Please note that withdrawing consent does not affect our right to continue to collect, use and disclose personal data where such collection, use and disclose without consent is permitted or required under applicable laws.

If you have any concerns, feedback or complaints about the use and/or sharing of your Personal Data, we are open to receiving your feedback or complaint. To learn more about how you may submit a complaint about our use and/ or sharing of your Personal Data, please see our [Personal Data Request](#).

9. Updates to this Personal Data Protection Notice

We may change or update portions of this Policy at any time and without prior notice to you. Please review this Policy from time to time so you are aware of any changes or updates to the notice. We will indicate the effective date of the notice. If you do not agree with any of the changes or updates to the Policy, you have the option of withdrawing your consent to our collection, use, disclosure and processing of your Personal Data (please refer to Section 8 above).

Last updated on 16/ 12/ 2021