

## REQUEST FOR INFORMATION NOTICE

ST Engineering Electronics Ltd. (“**ST Engineering Electronics**” or as appropriate in the context, “**we**”, “**us**” or “**our**”) (including ST Electronics (e-Services) Pte Ltd (“**STEE e-Serv**”) and ST Electronics (Training & Simulation Systems) Pte Ltd (“**STEE-T&S**”)) is part of the group of direct and indirect subsidiaries worldwide whose parent company is Singapore Technologies Engineering Ltd, referred to collectively as “**ST Engineering Group**”.

This Request for Information Notice describes how you can submit a request to us to request for information on what Personal Data of yours ST Engineering Electronics has and how ST Engineering Electronics has used and disclosed your Personal Data within the last one year before the date of your request. Observing the forms and steps described in this Notice will greatly facilitate and assist us in responding to your requests expediently.

### **Submitting a Request for Information**

To submit a request for information on what Personal Data of yours ST Engineering Electronics has and how ST Engineering Electronics has used and shared your Personal Data within the last one year before the date of your request, please complete the form and send it to the Data Protection Officer by e-mail or post to:

Email address:	dpo.elect@stee.stengg.com
Mailing address:	Data Protection Officer ST Engineering Electronics Ltd. 24 Ang Mo Kio Street 65 Singapore 569061

If you are sending your feedback by post, please attention your correspondence to the “Data Protection Officer”.

ST Engineering Electronics may charge a reasonable fee to cover the administrative costs of responding to your request for information, such as any printing or postage costs and any costs that ST Engineering Electronics specifically incurs in order to retrieve the relevant information to respond to your requests. ST Engineering Electronics will inform you on the reasonable fee to be paid upon our receipt of your request for information. Please make payment of the reasonable fee by cheque made payable to “ST Engineering Electronics Ltd.” and send it to the above mailing address, attention to the Data Protection Officer. Please enclose a copy of your form with the cheque so that we will know that the cheque is payment for your request for information. Please note that cash is not an acceptable mode of payment of the administrative fee.

Once we receive payment of the administrative fee, we will respond to your request for information within 30 days from the date of our receipt of payment of the administrative fee. In certain circumstances, we may require more time to respond to your request for information. If this is so, we will contact you within 30 days from the date of our receipt of payment of the administrative fee and inform you of our estimated time of our response. If we require more information from you in order to respond to your request, we will contact you within 30 days from the date of our receipt of payment of the administrative fee to obtain the necessary information from you. ST Engineering Electronics will use our reasonable endeavours to respond to your request by the reasonably soonest time.

We will use our reasonable endeavours to respond to your request for information. However, there are some circumstances under which ST Engineering Electronics will not accede to your request for information. These circumstances are:<sup>1</sup>

1. You have requested for opinion data that is kept solely for an evaluative purpose;
2. You have requested for documents related to a prosecution if all proceedings relating to the prosecution have not been completed;
3. You have requested for Personal Data which is subject to legal privilege;
4. You have requested for Personal Data the disclosure of which would reveal confidential commercial information that could harm the competitive position of ST Engineering Electronics and/or ST Engineering Electronics Group;
5. Your request relates to Personal Data that is collected, use or disclosed for the purposes of an investigation where the investigation and associated proceedings and appeals have not been completed;
6. In ST Engineering Electronics' discretion,
  - (a) Your request would unreasonably interfere with the operations of ST Engineering Electronics and/or ST Engineering Electronics Group because it is repetitious or systematic;
  - (b) the burden or expense of responding to your request would be unreasonable to ST Engineering Electronics and/or ST Engineering Electronics Group or disproportionate to your interests;
  - (c) your request is for information that does not exist or cannot be found;
  - (d) your request is for information that is trivial; or
  - (e) your request is otherwise frivolous or vexatious.

In the event that any of the above circumstances apply to your request for information, we will contact you within 30 days from the date of receipt of payment of the administrative fee and inform you of the reason for us not being able to respond to your request for information.

If you have any queries concerning our Request for Information Notice, please contact the relevant Data Protection Officer whose details are set out above.

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<sup>1</sup> Fifth Schedule of Personal Data Protection Act 2012, copy available for viewing at Attorney-General Chambers' Singapore Statutes Online website at <http://sso.agc.gov.sg>.

## Form for Request for Information

ST Engineering Electronics Ltd. (“**ST Engineering Electronics**”) (including ST Electronics (e-Services) Pte Ltd (“**STEE e-Serv**”) and ST Electronics (Training & Simulation Systems) Pte Ltd (“**STEE-T&S**”)) respects the protection of the Personal Data of individuals. ST Engineering Electronics appreciates that individuals are entitled under the Singapore Personal Data Protection Act 2012 to request for information on what Personal Data of yours ST Engineering Electronics has and how ST Engineering Electronics has used and disclosed your Personal Data within the last one year before the date of your request. If you wish to request for this information, please fill in this form and send it to the Data Protection Officer by e-mail or post to:

Email address: dpo.elect@stee.stengg.com  
Mailing address: Data Protection Officer  
ST Engineering Electronics Ltd.  
24 Ang Mo Kio Street 65  
Singapore 569061

Observing the forms and steps described in this Notice will greatly facilitate and assist us in responding to your requests expediently. ST Engineering Electronics may charge a reasonable fee to cover the administrative costs of responding to your request for information, such as any printing or postage costs and any costs that ST Engineering Electronics specifically incurs in order to retrieve the relevant information to respond to your requests. ST Engineering Electronics will inform you on the reasonable fee to be paid upon our receipt of your request for information.

Once we receive payment of the administrative fee, we will respond to your request for information within 30 days from the date of our receipt of payment of the administrative fee. If we require more time to respond to your request for information, we will contact you within 30 days to inform you of our estimated time of our response. If we require more information from you in order to respond to your request, we will contact you within 30 days from the date of our receipt of payment of the administrative fee to obtain the necessary information from you. ST Engineering Electronics will use our reasonable endeavours to respond to your request by the reasonably soonest time.

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### Personal particulars

Name:

Contact number: \_\_\_\_\_ (HP) \_\_\_\_\_ (Office)

Mailing address:

Email address:

### Scope of request

Please indicate the scope of your request for information:

- I would like to know what Personal Data of mine, as described below, that ST Engineering Electronics has (please specify clearly and in detail the Personal Data requested, including

further information, if any, such as the particular incident or transaction in association with it, the circumstances under which the Personal Data was collected or held, etc., to facilitate our response to your request).

- I would like to know how ST Engineering Electronics has used and disclosed my Personal Data in the last one year before the date of my request.

To assist us in responding to your request, please let us have the following information:

Date around which or period within which the requested Personal Data was collected (if known):

\_\_\_\_\_

The name of the ST Engineering Electronics staff member who collected the requested Personal Data (if known): \_\_\_\_\_

Please indicate your relationship with ST Engineering Electronics:

- I am an employee, representative, agent or officer of one of ST Engineering Electronics' vendors / service providers / business partners / customers. My company is \_\_\_\_\_ (insert name of company).
- I previously applied for employment with ST Engineering Electronics in \_\_\_\_\_ (please specify year and month, if possible) / I was employed by ST Engineering Electronics from \_\_\_\_\_ (please specify time period of employment).
- I am a STEE-T&S Course Participant.
- Others: \_\_\_\_\_

Date of Request:

### **Preferred mode of response**

Please indicate your preferred mode of communication of our response to you:

- By registered mail/ordinary mail at my mailing address given above
- By email at my email address given above

### **Administrative fee**

We will contact you through your preferred mode of communication as indicated above to inform you of the administrative fee that we will charge for responding to your request. The administrative fee is to cover the administrative costs of responding to your request for information, such as any printing or postage costs and any costs that ST Engineering Electronics specifically incurs in order to retrieve the relevant information to respond to your requests.

Please make payment of the administrative fee, within 14 days of our notification to you, by cheque made payable to "ST Engineering Electronics Ltd." and send it to the above mailing address, attention to the "Data Protection Officer". Please enclose a copy of your form with the cheque so that we will know that the cheque is payment for your request for information. Please note that cash is not an acceptable mode of payment of the administrative fee.