



Date: 2nd February 2024

Privacy Notice for Employee of the Year 2023 Event

DHL is committed to protecting and respecting your privacy in accordance with the DHL Group Data Privacy Policy and the Singapore Personal Data Protection Act 2012 (“PDPA”) which came into full effect from 02 July 2014.

This notice serves to inform you of the personal data that is used Employee of the Year 2023 event and how it will be managed.

1. Who is responsible for your data?

DHL Express (Singapore) Pte. Ltd. For any questions, please contact our Data Protection Officer, Karen Tan by email: exp.sg.dpo@dhl.com.

DHL Express (Singapore) Pte. Ltd.
1 Tai Seng Drive
Singapore 535215
Tel: +65 6880 6060

2. Which of your data do we process?

The following types of data will be collected and processed during the administration of Employee of the Year 2023 event,

- Title
- Full Name
- Gender
- Date of Birth
- Place of Birth
- Country/ Entity Team
- Contact Details, including Email Address, Residential Address, Mobile Number
- Next-of-Kin Information, including Contact Details
- Medical Conditions, including Blood Type
- Dietary Requirements
- Passport Details
- Flight and Accommodation Details
- Photographs/ Videos for Communications
- Winner’s Message
- Photos
- DHL Global ID
- Body measurement
- Use of photo/image consent declaration
- Preference on tour

3. For what purposes do we use your data?

3.1 Your data is used for the organization of the Employee of the Year 2023 event as well as for internal and external communications and receiving your feedback on the event.

3.2 The following list provides you with the purposes of processing we pursue:

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1. Administration and management of the event, also through external third-party providers, including:
 - a. Communication with you regarding the event
 - b. Security of the event (such as access controls)
 - c. Travel booking (including accommodation and transportation at the event)
 - d. Support for visa application, if required
 - e. Organisation of food, beverages and tours
 - f. T shirt & gift productions, if required
 - g. Medical care, if required
2. Internal and external communications about the event
3. Conducting a voluntary survey among participants about the event

4. How do we receive your data?

For us to effectively administer the Employee of the Year 2023 event, we need the aforementioned personal data for processing and which we may transfer to other parties mentioned under 6.2. This data will be provided to us either through the Regional/ Local HR Business Partners, or via a template which will be provided to you for filling. You shall be responsible to convey any changes on your personal data to your HR Business Partners.

5. What is the legal basis of our processing of your data?

5.1 The processing of your data is necessary for administration of the event to which you are party. By registering for the event, you consent to the use of such collection and processing in which your personal data is required.

5.2 We have a legitimate interest in receiving feedback from you via a voluntary survey after the event to learn from your feedback for future events. You may object to the processing. In this case, please contact the data protection officer: exp.sg.dpo@dhl.com.

5.3 We have a legitimate interest in taking photos and videos during the event. Our legitimate interest is to inform about the event, the winners, and our efforts in employee engagement in external and internal media (Print Media, Yammer, Smart Connect, Instagram, Twitter, Facebook, YouTube, other Social Media Platforms), the event website, in email communication and in company presentations. You may object to the processing. In this case, please contact the data protection officer: exp.sg.dpo@dhl.com.

6. Who has access to your data and how is access safeguarded?

6.1 Your data will in every case only be made available to authorized employees and persons for the above-mentioned purposes. If another Group Company or an external company acts as a provider, this takes place only in accordance with applicable data protection laws and limited to the agreed purposes.

The DHL Group Data Privacy Policy regulates our group-wide standards for the processing of your data.

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Company Reg. No.:
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6.2 External providers are:

- Clearwater Communications Pte Ltd. 175A Bencoolen Street, #06-06, Burlington Square, Singapore 189650
- IT Factory Ltd. Unit A, 2/F, Hung To Centre, 94-96 How Ming Street, Kwun Tong

7. How long will your data be retained?

7.1 We store your data that is necessary for conducting the event for as long as it is necessary to serve the intended purpose of the processing, or as long as we are legally obliged to do so in accordance with legal, regulator, tax or accounting requirements. In this case, the intended purpose of the processing is defined as one year.

8. Visits of our website

When you visit our websites, we capture your data which is necessary for us to make the website accessible to you (e.g. IP address, date and duration of your visit). Further storage in log files is performed to ensure the functionality of our websites and the security of our systems. We therefore have a legitimate interest in processing your data. We delete your data as soon as it is no longer needed to fulfil the purpose for which it was collected.

9. Cookies

This website uses cookies and similar technologies, (hereafter “technologies”), which enable us, for example, to determine how frequently our internet pages are visited, or the number of visitors. These technologies may incorporate data transfers to third-party providers based in countries without an adequate level of data protection (e. g. United States). For further information, including the possibility to revoke your consent at any time, please consult the Cookie Preferences Center. The legal basis for the mentioned technology is Consent.

10. What rights do you have and how can you assert them?

Where applicable, data protection law provides multiple rights for you to exercise:

- **Right to access information**

You have the right to be informed on the information we hold on you. This includes the right to ask us supplementary information about the categories of your data we are handling, for which purpose, the categories of business partners to whom the data may be send to and your other rights regarding our use of your data. We will provide you this information within one month after your request in so far we are not affecting the rights and freedoms of another person by doing so.

- **Right of rectification**

You have the right to request a correction of any inaccurate data about yourself.

- **Right to object**

You have the right to challenge certain types of processing when based on legitimate interest.

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- **Right to withdraw your consent**

You have the right to withdraw your consent at any time.

- **Right of portability**

You have the right to port your data to another controller. We will give you an export of the data you provided to us.

- **Right to erasure**

You have the right, in certain circumstances, to request a deletion of your data. Where your right to be forgotten is valid, and only if necessary, minimal data about you can be kept to ensure you will not be contacted again.

- **Right to restrict processing**

You have the right to request a limitation in the way your data is used.

- **Exercising your rights**

To assert your rights, please contact exp.sg.dpo@dhl.com. DHL cannot handle your request without sufficient proof of your identity. Please note that the applicable data protection law may impose conditions on exercising the above rights.

The competent Data Protection Officer is available to answer any questions you might have.

If you come to the conclusion that your rights are not being observed sufficiently, you can also lodge a complaint with the National Data Protection Supervisory Authority, Personal Data Protection Commission (PDPC) in Singapore.

11. Changes to this policy

We may update this Policy from time to time, so please visit our website periodically and review the Policy for changes.

Karen Tan
Data Protection Officer
DHL Express (Singapore) Pte Ltd

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