

PRIVACY NOTICE

Dear valued Sunseap customers, clients, shareholders, stakeholders and visitors,

1. Thank you for choosing Sunseap as your preferred energy provider, employer and/or strategic business partners.
2. This Privacy Notice for Personal Data ("**Privacy Notice**") is issued to all our valued customers, clients, shareholders, stakeholders and visitors of Sunseap Group Pte Ltd and its group of companies ("**Sunseap**", "**us**", "**we**" or "**our**") in reference to our [Privacy Policy](#) and pursuant to the statutory requirements of the Personal Data Protection Act 2012 ("**PDPA**").
3. We at Sunseap are cognizant of the importance of the Personal Data (as defined in the Privacy Policy) you have entrusted to us and recognize that it is our responsibility to properly manage, protect and process your Personal Data. During your course of dealing with us, we may have, and/or will collect, use, disclose and process your Personal Data for purposes, including, to communicate with you on Sunseap's products and/or services, provide you with information and/or updates on products, services and/or promotions offered by Sunseap and selected partners, respond to your enquiries or complaints, provide customer service and support to you and other purposes required to operate and maintain our business as set out in our Privacy Policy (collectively referred to as "**Purposes**").
4. In order to conduct our business operations more smoothly, we may also be disclosing the Personal Data you have provided to us to our third party service providers, agents and/or our affiliates or related corporations, and/or other third parties whether sited in Singapore or outside of Singapore, for one or more of the above-stated Purposes. Such third-party service providers, agents and/or affiliates or related corporations and/or other third parties would be processing your personal data either on our behalf or otherwise, for one or more of the above-stated Purposes. We will also be sharing your personal data with our related corporations for such Purposes.
5. More information on the Purposes for which we collect, use, disclose or processes your personal data and how we will protect your personal data can be found in our [Privacy Policy](#).
6. It is necessary for us to collect and retain your Personal Data to conduct our business operations. If you do not consent to our collection and use of your Personal Data, we may not be in a position to effectively provide products and/ or services to you or respond to your enquiries/ feedback/ requests.
7. You have the right to request for access, request for a copy, request for your Personal Data to be updated or corrected, or withdraw consent you previously provided to us to collect, use or disclose the Personal Data you provided to us. You also have the right at any time to request us to limit the processing and use of your personal data. (for example, requesting us to stop sending you any marketing and promotional materials or contacting you for marketing purposes).
8. Your written request should be addressed to:

Attention: Data Protection Officer

Sunseap Group Pte. Ltd. and its group of companies
23 Rochester Park,
GSK Asia House, #05-00,
Singapore 139234
Telephone: (65) 6816-1000
Email: dataprotectionofficer@sunseap.edp.com

9. In certain circumstances, you may have or may need to provide Personal Data relating to a third party other than yourself (e.g. your spouse, children, parents, employers and/or referee). You represent and warrant that you are authorized to provide their Personal Data to us and you have obtained their consent to you providing us with their Personal Data for the respective Purposes and to the collection, use, disclosure and processing of their Personal Data in accordance with this Privacy Notice and our Privacy Policy.
10. Notwithstanding the above paragraph 9, by submitting your Personal Data to us, you consent to us collecting, using, disclosing and processing your Personal Data in accordance with this Privacy Notice. We will also take it that all Personal Data provided by you is accurate, complete and that none of it is misleading or out of date. Do note that any inaccurate, incomplete, misleading or out of date information may result in a delay or non-provision of any of our services to you. You will promptly update us in the event of any change or correction to your personal data by completing and submitting a Personal Data Correction Request Form as mentioned below.
11. Sunseap reserves the right to update this Privacy Notice and our Privacy Policy from time to time. We will notify you of any updates to this Privacy Notice and our Privacy Policy via announcement on our [website](#) or other appropriate means. If we amend this Personal Data Protection Notice or our Personal Data Protection Policy, the amendment will only apply to personal data collected after we have posted the revised Personal Data Protection Notice or Personal Data Protection Policy.

Personal Data Request Forms

In the interest of our customers, clients, shareholders, stakeholders and visitors pursuant to the PDPA, Sunseap aims to respond within 30 (thirty) calendar days or other Sunseap advised date(s) upon the receipt of your Request at the email written above at Section 8. Thank you for your understanding.

Data access request form

To submit a request for access to your personal data, please download and complete a **Personal Data Access Request Form**.

[Download a request form \(PDF\)](#)

Personal Data Correction Request Form

To submit a request for correction to your Personal Data, please download and complete a **Personal Data Correction Request Form**.

[Download a request form \(PDF\)](#)

General Consent Withdrawal and Correction Request Form

To withdraw consent to the collection, use and disclosure of your Personal Data, please download and complete a **Consent Withdrawal and Correction Request Form**.

[Download a request form \(PDF\)](#)

General Feedback and Complaint Form

To submit a feedback, complaint or grievance regarding our handling of your Personal Data, please download and complete a **General Feedback and Complaint Form**.

[Download a complaint form \(PDF\)](#)