

# Privacy Statement (Clients)

This Privacy Statement relates to personal data collected, used and disclosed ("processed") by JERA Trading Pte. Ltd., referred to in this statement as "JERA Trading" or "we".

For the purposes of this Privacy Statement, "Group" means JERA Trading Pte. Ltd. and any of its subsidiaries, holding companies and any other subsidiary of any such holding company, including head offices and branches of the foregoing.

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## **PERSONAL DATA OF INDIVIDUALS WHO ARE REPRESENTATIVES OF A BODY CORPORATE**

You, as a client of JERA Trading or as a guarantor or security provider of a client of JERA Trading, may need to collect and supply to us the personal data of individuals such as your directors, officers, authorized persons, shareholders, owners, guarantors or security providers (as applicable) from time to time in order for us to transact with you. Where personal data is submitted by you on behalf of an individual, you must get the consent of such individual to JERA Trading processing his or her personal data. You represent and warrant to us that all the necessary consents have been obtained from the relevant individual and that you have retained proof of such consent, such proof to be provided to us upon our request.

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## **PURPOSES FOR WHICH WE PROCESS PERSONAL DATA**

The purposes for which JERA Trading processes personal data include the following:

- i. to transact with you and maintaining our relationship with you;
- ii. identity verification, sanctions screening and due diligence checks as may be required under applicable law, regulation or directive;
- iii. credit assessment, including conducting credit checks;
- iv. carrying out research, planning and statistical analysis with the aim of improving our services;
- v. to comply with law or regulation, including requests from local or foreign regulators, government, tax or law enforcement authorities;
- vi. for the prevention and detection of crime (including, without limitation, money laundering, terrorism and fraud prevention, detection and prosecution);
- vii. to seek professional advice, including, in connection with any legal proceedings (including any prospective legal proceedings), for obtaining legal advice or for establishing, exercising or defending legal rights; and
- viii. for surveillance of premises.

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## **TO WHOM WE MAY DISCLOSE PERSONAL DATA**

We may disclose personal data for any of the purposes specified above to:

- i. any officer, employee, agent or director of JERA Trading (including subsidiaries, affiliates, representative and branch offices of the Group), professional advisers, insurers, insurance brokers, direct or indirect provider of credit protection, third party service providers, agents or independent contractors providing services to support the Group's business operations under a duty of confidentiality to the Group;
- ii. any person to whom disclosure is allowed or required by law, regulation or any other applicable instrument;
- iii. any court, tribunal, regulator (including national and/or international regulator), enforcement agency, exchange body, tax or other authority where we are required to do so by applicable law and/or regulation; any authority or regulator; any directive, order or request of any authority or regulator; or any agreement with an authority or a regulator; or
- iv. any novatee or transferee of the Group's rights and/or obligations under any transaction between any Group member and you (or any of such person's agents or professional advisers).

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## **SECURITY**

The security of personal data is important to us. JERA Trading and all members of the Group comply with technical and organisational security measures to safeguard personal data. When using external service providers, we require that they adhere to the security standards imposed by JERA Trading. Personal data may be transferred to, or stored at, a location outside of Singapore. Regardless of where personal data is transferred, we take all steps reasonably necessary to ensure that personal data is kept securely.

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## **RETENTION**

We retain personal data in accordance with legal, regulatory, business and operational obligations.

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## **MONITORING**

To the extent permitted by law, we may record and monitor your electronic communications with us to ensure compliance with our legal and regulatory obligations and internal policies for the purposes outlined above.

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## **RIGHT OF ACCESS**

Subject to the applicable law, regulations and/or relevant industry guidelines, individuals have the right to request a copy of the personal data processed in relation to them and to request that any inaccurate data be corrected. If an individual related to your transaction with us wishes to exercise this right, please have him or her contact the front office personnel in charge of your account. To ensure the security of personal data, please do not send requests via email. JERA Trading is allowed by law to charge a fee for a copy of personal data.

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## **CONTACT US**

By telephone:

Please contact our front office representative that liaises with you at (65) 6654 1980.

By Mail:

The Data Privacy Officer  
c/o JERA Trading Pte. Ltd.  
One Raffles Place  
#37-61 Tower 2  
Singapore 048616

By E-mail: [DataProtection@jeratrading.com](mailto:DataProtection@jeratrading.com)

(for security reasons, no access requests will be accepted nor reports transmitted through e-mail)

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## **UPDATES TO THIS PRIVACY STATEMENT**

JERA Trading reserves the right to amend this Privacy Statement at any time and will place notice of any such amendments on our website or via other suitable methods.

ISSUE DATE: 1 SEPTEMBER 2018

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