

PERSONAL INFORMATION COLLECTION STATEMENT

1. General

1.1 This Personal Information Collection Statement (“Statement”) informs you:

- (a) of the purpose for which your personal data (“Personal Data”) collected by us in connection with your purchase of our products will be used following collection;
- (b) to whom your Personal Data may be transferred; and
- (c) to whom you may address data access or correction requests.

1.2 We comply with the Personal Data (Privacy) Ordinance (“Ordinance”). Please visit the website of the Privacy Commissioner for Personal Data, Hong Kong (pcpd.org.hk) for more information about personal data privacy in Hong Kong.

1.3 “SGD”, “we” or “us” refer to SGD Pharma Hong Kong Limited 聖華玻璃(香港)貿易有限公司, a company limited by shares incorporated in Hong Kong with business registration number 76088494, is the data user.

1.4 We may revise or update this Statement by amending this page. You should check this page from time to time to take notice of any changes we make.

2. What types of Personal Data we collect

2.1 We may collect, hold, process, transfer and use the following types of Personal Data:

- (a) full name;
- (b) e-mail address;
- (c) telephone number; and
- (d) position.

2.2 All the above types of Personal Data are mandatory Personal Data. We may not be able to supply our Products to you or respond to your communications with us if you do not provide us with the mandatory Personal Data.

3. Purposes for which we use your Personal Data

3.1 We may collect, hold, process, transfer and use your Personal Data for any of the following purposes:

- (a) to provide our products to you such as:
 - i. to manage and fulfil your orders;
 - ii. if you choose to register an account with us, to create and update your account registered with us;

- iii. to process and facilitate billing and payment for your orders.
- (b) for customer service and to help us to more effectively respond to your service requests, to receive feedback and for support needs;
- (c) for legal proceedings or as required by regulators, government entities and official enquiries;
- (d) for non-marketing communications relating your orders such as order confirmation and shipment notices; and
- (e) for other purposes directly relating to the above.

3.2 Personal Data collected by us may not be used for other purposes, unless:

- (a) you have expressly given your consent to the use for the relevant other purposes;
- (b) the purpose is directly related to the purpose for which the personal data was collected;
or
- (c) we are permitted to use the personal data for other purposes arising from an exemption or otherwise in accordance with applicable law and regulation.

4. Personal Data transferees

4.1 We may transfer your personal data to the following persons (in or outside Hong Kong):

- (a) employees, officers, consultants and other independent contractors of SGD and the SGD group of companies;
- (b) other service providers and data processors engaged by us such as:
 - i. administrative service providers;
 - ii. IT services and software suppliers;
 - iii. data analytics providers;
 - iv. entry and processing service providers;
 - v. cloud service providers; and
 - vi. credit reference agencies.
- (c) our insurers and bankers;
- (d) our legal, financial and accounting professional advisors;
- (e) other companies, organisations or persons as part of negotiations of any merger, sale of company assets, consolidation or restructuring, financing or acquisition of all or a portion of our business by or into that other company.

- 4.2 If we transfer your Personal Data to other persons, we will ensure the confidentiality of your Personal Data by including confidentiality or other contractual clauses in the agreements with third parties with whom we will share your Personal Data.
- 4.3 We may share your Personal Data with anyone other than as described in paragraph 4.1 above if we notify you and receive your consent beforehand.
- 4.4 Some persons to whom we transfer your Personal Data may be located outside Hong Kong, in locations that may not have in place data protection laws which are substantially similar to Hong Kong, and this may mean your Personal Data may not be protected to the same or similar level as that in Hong Kong.
5. Your rights to access and correct your Personal Data
- 5.1 You have the right under the Ordinance to:
- (a) request a copy of your Personal Data held by us, unless we are exempted from complying with a data access request; and
 - (b) request for us to make necessary corrections in respect of any Personal Data that you consider inaccurate after we have fulfilled a data access request from you. We may refuse a data correction request if we believe the Personal Data is accurate, an expression of opinion or the proposed correction is inaccurate.
- 5.2 If you wish to access or correct your personal data, please contact data.protection@sgdgroup.com .
- 5.3 We reserve the right to charge a reasonable fee to process any personal data access or correction request.