


Document Name & No.	PRIVACY NOTICE-KFTL-COM-DPP-01				Promulgation Date: December 8, 2023
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Communications Department	Trudy Belnavis 	Jędrzej Mierzewski 	N/A	N/A	Page 1


Communications Department

Privacy Notice (KFTL-COM-DPP-01)

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1 INTRODUCTION

This Privacy Notice applies to the personal data collected and handled for the purposes of maintaining and providing our services. For the purposes of this Privacy Notice, "personal data" means any information relating to an identified or identifiable individual.

2 DATA COLLECTION, USE AND SECURITY

2.1 DATA KFTL COLLECTS

KFTL collects information from employees, suppliers and other stakeholders depending on the interaction with the company and its services. This information will be used for the sole purpose for which it was provided and may include:

- a) Contact details such as name, address, email address, date of birth, and phone number.
- b) Government identifiers such as Taxpayer Registration Number (TRN).
- c) Transactional information such as credit or debit card number.
- d) Details on services received from the company.
- e) Communication exchanges or feedback provided to KFTL.
- f) Biometric Data

2.2 DATA KFTL AUTOMATICALLY COLLECTS

Like numerous websites, KFTL's websites use cookies to optimize functionality and provide the best possible experience. Additionally, information is automatically collected when visiting KFTL websites such as the IP address of the device used, browser type and version, operating system and other software installed on the device used.

2.3 WHO COLLECTS DATA?

Personal data is collected by various departments within the Company.

KFTL uses your personal data to:

- a) Verify identity.
- b) Process and fulfill transactions.

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- c) Allow persons to access our services.
- d) Fulfill regulatory requirements.
- e) Improve KFTL's services.
- f) Improve overall customer and supplier experience,
- g) Ensure compliance with legal and regulatory obligations.

2.4 KFTL'S LEGAL BASES FOR PROCESSING PERSONAL DATA.

The lawful bases that KFTL relies on for processing this information are:

The consent of employees, suppliers, and other stakeholders. Individuals are free to remove consent at any time. Individuals may do this by contacting the Chief Privacy Officer via tlim@kingstonfreeport.com

- a. KFTL has a contractual obligation.
- b. KFTL has a legal obligation.
- c. KFTL has a vital interest.
- d. KFTL needs it to perform a public task.
- e. KFTL has a legitimate interest.



2.5 HOW DOES KFTL SHARE AND DISCLOSE DATA TO THIRD PARTIES?

KFTL shares personal data with consent or to complete any transaction or provide any service requested or authorized.

Depending on the service provided, data may be shared with third party vendors when it is necessary to provide services to users, and/or for other legitimate interests. Third parties include service providers and professional advisors.

2.6 SECURITY

Appropriate technical and organizational security measures are used by KFTL to protect any information held in its records from loss, misuse, and unauthorized access, disclosure, alteration, and destruction. This is done to protect the confidentiality and integrity of data.

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2.7 EMPLOYEE, SUPPLIER AND OTHER STAKEHOLDERS' PRIVACY RIGHTS AND CHOICE

KFTL adheres to the Data Protection Act, 2020 as well as the European Union's General Data Protection Regulation (GDPR), 2016 and acknowledges that individuals have rights in relation to their personal data. These rights include:

- a) The right to be informed about how the individual's personal data is being processed.
- b) The right to request access to personal data.
- c) The right to consent and withdraw consent.
- d) The right to request the correction of personal data.
- e) The right to object to the processing of personal data.
- f) The right to request transfer of personal data.
- g) The right to require that personal data is not subject to automated decision-making only.

If an individual wishes to exercise any of the rights set out above, the individual should contact KFTL's Chief Privacy Officer by email at tlim@kingstonfreeport.com

3 CONTACT US

For queries, requests or concerns regarding privacy and rights please contact the following persons:

- **Chief Privacy Officer**
Email Address: tlim@kingstonfreeport.com
- **Data Protection Officer**
Email Address: mottar@kingstonfreeport.com

END OF NOTICE