

INDIA



PRIVACY
POLICY

YUSEN LOGISTICS INDIA DATA PROTECTION POLICY

Yusen Logistics (India) Private Limited (hereinafter referred to as “**we**”, “**us**” or “**our**”) recognizes the need to protect personal information, and abide by the Information Technology Act, 2011, read along with the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011 (hereinafter collectively referred to as “**laws**”, or “**regulations**”). We have established this Policy to ensure sufficient and adequate protection for the personal information that we handle in the course of our business activities.

1. Intended Use of Personal Information

We fairly and lawfully collect personal information. The personal information obtained shall be used within the scope of the following purposes, except when permitted by laws, regulations, etc.

- a. Personal information about clients and other trading partners
 - For correspondence concerning the provision of our services, negotiations, concluding of contracts, placement of orders, settlement of accounts, development of systems, and other processes;
 - For business activities related to the services provided by us and companies in our Group, marketing activities, public relations, etc.

- b. Personal information about shareholders
 - For the exercise of rights and fulfillment of obligations in accordance with the Companies Act, 2013, and the rules made thereunder;
 - For the issuing of complimentary tickets, etc.;
 - For the running and recording of shareholders meetings;
 - For the implementation of policies for facilitating relations between us and shareholders;
 - For the management of information about shareholders.
- c. Personal information concerning applicants for vacancies, retirees, and applicants for internships
 - For procedures, correspondence, etc. necessary for filling vacant positions(vacancies);
 - For procedures, correspondence, etc. necessary for and after retirement.
 - For procedures, correspondence, etc. concerning internships.
- d. Personal information about members of the board and employees (regular employees, contract-based employees, part-time workers, employees seconded from other companies, temporary employees)
 - For our (own) management and that of the companies in our Group;
 - For our business activities and other activities and those of the companies in our Group.
- e. Personal information concerning other stakeholders
 - For procedures, correspondence, etc. concerning activities related to our corporate social responsibilities.

2. Provision to Third Parties

We shall not provide any personal information in our possession without the consent of the person concerned to any outside corporation or individual (hereinafter referred to as “third party”), except in the following cases:

- a. Provision to Joint Users

There may be instances where personal information is jointly used by us and companies in our Group within the scope necessary for achieving an intended purpose.

 - Personal information subject to joint use: Name, date of birth, age, gender, identification photograph, address, telephone number, e- mail address, affiliations, department, position, qualifications, etc.
 - Joint users: Companies in our Group, including subsidiaries and affiliated companies.
 - Intended use: As per the above-mentioned, intended use of personal information.
 - Entity responsible for managing personal information: Yusen Logistics (India) Private Limited.
- b. Provision to Contractors

There may be instances where we provide the handling of personal information, in whole or by portion, to a third party within the scope necessary for achieving an intended purpose. In the event we provide the handling of personal information to a third party, we shall exercise due care in selecting the contractor, and

shall strive to manage and supervise to ensure that the said contractor ensures the same level of data protection as is being adhered to by us.

- c. Provision in accordance with laws and regulations
- d. Instances where personal information is provided for the sake of protecting lives, physical well-being and property when the consent of the person concerned is difficult to obtain
- e. Instances where personal information is especially necessary for improving public health and promoting the sound upbringing of children when the consent of the person concerned is difficult to obtain.
- f. Instances where it is necessary to cooperate with the execution of legally specified duties of government agency, local public body, or person entrusted thereby when the gaining of the consent of the person concerned might impede the execution of the said duties.
- g. Instances where personal information is provided for the continuation of operations following a merger or other such cause

3. Your Rights

You are entitled to the following rights, and you may wish to exercise such rights before your Grievance Officer by sending an email to rehan.mirza@in.yusen-logistics.com. Please note that you may be asked to verify your identity before we take further action on your request.

- a. Right to review and manage your information: You have the right to access, review and update the information provided by you to us.
- b. Right to rectify inaccurate/ incomplete information: You have the right to request the correction of inaccurate or deficient personal information about you, and such inaccurate/deficient personal information shall be corrected or amended by us as feasible.
- c. Right to withdraw consent:
 - Since we process your information based on your consent, you may choose to withdraw your consent at any time by sending a written communication to your Grievance Officer. Please note that the withdrawal of your consent does not affect the lawfulness of any processing activities based on such consent before its withdrawal.
 - Additionally, kindly note that, once we process your withdrawal of consent, you will no longer be entitled to access and use the services provided by us.
 - Your right to review, update, correct, and delete your information is subject to our records retention policies and applicable law, including any statutory retention requirements.

4. Our Framework for Protecting Personal Information

- a. We would follow, to the best of our knowledge, industry standards to protect the information submitted by you to maintain data security and to prevent any unauthorized access to your personal information. We also have in place adequate security practices and procedures as may be amended from time to time, to safeguard and protect your personal information.

- b. We shall exercise proper care in the handling of the personal information in our possession in accordance with the laws, regulations, etc.
- c. We shall regularly conduct training and education concerning the protection of personal information for our members of the board and employees, in order to prevent any leakage or unintended use, etc. of personal information.
- d. We shall review and refine this Policy in the event of amendments to laws, regulations, etc. and or under social circumstances.
- e. However, notwithstanding anything contained hereinabove; we assume no liability or responsibility for disclosure of your information due to unauthorised third-party access, loss in transmission, or other causes beyond our control.

5. Inquiries

Please address any inquiries concerning the disclosure, corrections, suspension of use, withdrawal, usage, processing and suchlike of personal information in our possession to our Grievance Officer, **Mr. Rehan Mirza**, by sending an e-mail at **rehan.mirza@in.yusen-logistics.com**.

October 30, 2019

Yusen Logistics (India) Private Limited

About SSL

We use SSL (Secure Sockets Layer) encryption so that you can securely fill in the inquiry form with your information on our website. SSL encrypts the data entered from your computer and transmits it over a network to a registered computer at the other end.