

PERSONAL DATA PROTECTION STATEMENT

VISITOR ACCESS

Your privacy is important to us. Münchener Rückversicherungs-Gesellschaft, Singapore Branch, Munich Management Pte Ltd and its related companies (together referred to as “Munich Re Group”, “the Group”, “we” or “us”) are committed to protecting the privacy of individuals whose personal data is provided to us.

1 Purpose

The purpose of this Personal Data Protection Statement (“Statement”) is to inform you on how the Munich Re Group manages your personal data which has been collected by us in accordance with the Singapore Personal Data Protection Act 2012 (“PDPA”).

2 Purpose of Personal Data Collection

Pursuant to your provision of your personal data to us for processing your access to Munich Re’s office and our landlord’s office building, we will accordingly collect, use or disclose your personal data for the following purposes:

- a) Managing the physical access Munich Re Office at 18 Cross Street, Cross Street Exchange, #08-01 Singapore 048423, including liaising with our landlord’s office to obtain the necessary Quick Response code for office entry and exit;
- b) Complying with office & building security and office emergency as required by Munich Re internal policy or by Singapore authorities; and
- c) Compliance with any applicable laws, rules, regulations, codes of practices or guidelines relating to office and building management or law enforcement.

3 Personal Data Collected From You

For the purpose of office access described in Section 2 above, we collect your business contact information of name, contact information, and employer’s name.

4 Disclosure

Munich Re Group may make your personal data available, either within or outside of Singapore, to Munich Re Group’s related companies, and to Munich Re’s building landlord. Disclosures are made strictly on a need-to-know basis.

5 Accuracy

We will take reasonable measures to ensure that your personal data remains accurate and up to date. You can also keep us informed by email or post when there are updates to your personal data.

6 Data Security and Retention

We will take reasonable steps to protect your personal data in our possession and ensure control against unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks. Where personal data is transferred outside Singapore, we will take reasonable measures to ensure a comparable standard of protection as required under law.

We will cease to retain your personal data after 12 months unless the personal data is required to be retained for a longer period by the regulators, authorities, law enforcement, investigation or legal proceedings.

7 Consent Withdrawal and Request for Access and Correction

You have the right to withdraw your consent, request for access to, and change your personal data that is in our possession or is being controlled by us.

Please note that:

- a) You will be required to answer some questions as a means to verify your identity before we respond to your requests.
- b) We will inform you of the consequences for withdrawal of consent. There are, however, exceptions permitted under the PDPA whereby we are permitted to collect, use and disclose your personal data without consent. The exceptions from the need for consent include:
 - i. For purposes clearly in the interest of an individual;
 - ii. Where personal data is publicly available;
 - iii. Where the data is necessary for an investigation.
- c) We are not obligated to provide you access to your personal data in our possession based on exceptions permitted under the PDPA, which include:
 - i. If the burden or expense of providing access would be unreasonable to Munich Re Group or disproportionate to your interest;
 - ii. If the request is otherwise frivolous or vexatious.

8 Enquiries and Communication

Any enquiries, feedback, consent withdrawals, requests for access and requests for change of individuals' personal data that may arise in relation to the PDPA must be made in writing, with the relevant supporting forms or documents (where applicable) to the address below:

By Post to:

Real Estate Division

Münchener Rückversicherungs-Gesellschaft Singapore Branch / Munich Management Pte Ltd
18 Cross Street, Cross Street Exchange, #08-01
Singapore 048423

By Email to:

MRSINRESCS@munichre.com

By Phone to:

Real Estate Manager

+65 6220 1768

Alternatively, you may also contact our Data Protection Officer at : dpo_sg@munichre.com or +65 6220 1768 .

9 Updates to this statement

We will review and update this Statement from time to time to reflect changes to applicable laws and regulatory requirements or our business environment.