



# **FALCON CORPORATION LIMITED PRIVACY POLICY STATEMENT**



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## TERMS AND DEFINITIONS

This section captures the definitions of key terms and abbreviations in use within our Company's Management System

### TERMS

FCL	Falcon Corporation Limited
IP	Information Protocol
DPO	Data Protection Officer



## Privacy Policy Statement

### Introduction

Falcon Corporation Limited is strongly committed to protecting your personal information. This Privacy Policy Statement explains the types of information we collect, including, when you use or access our Website and how we use, share, and protect this information. By using or accessing our website, you agree to the terms of this statement and our Terms of Use; if you do not agree, please do not access the website, or provide us with your personal information.

Note that this Privacy Policy Statement may change from time to time and your continued use of our website is deemed to be an acceptance of those changes. Please check this statement periodically for updates. Furthermore, this Privacy Policy Statement also applies to information we may collect offline.

### Information We Collect

We may collect information in the following ways: 1) directly from you; 2) through automated technologies; and 3) from third parties.

We do not collect sensitive personal information about you through our website. Sensitive personal information includes data types relating to race or ethnic origin; political opinions; religious or other similar beliefs; trade union membership; physical or mental health; sexual life or criminal record. Please do not submit sensitive personal information to our website. If you provide sensitive personal information to FCL through our website, you do so voluntarily and FCL accepts your consent for us to collect, store and use your sensitive personal information in the same ways as other personal information we collect.

### Automatically Collected Information

When you download, access, and/or use our website, information may be automatically collected, such as: username, device, usage details, browser, IP address, operating system, browser type, mobile information, and location. We may also access other information associated with files stored on your mobile device.

We may also use automated technologies to collect information about your activities over time and across third-party websites, applications, or other online services. See below in the Cookies and Analytics and Do Not Track sections for more details.



### **How We Use Information**

FCL collects your information on our website and other offline processes for the following purposes:

- 1) To communicate with you;
- 2) To operate, administer, manage, and improve our website and the user experience;
- 3) To develop and manage our business, services, and relationship with you, including by providing you with information that may be of interest to you;
- 4) To monitor activity on our website for security-related purposes and to check compliance with applicable obligations, laws, professional standards and FCL policies and guidance;
- 5) To conduct data analysis, including data regarding the performance and use of our website and the demographics of its users for use by FCL;
- 6) To conduct quality and risk management reviews;
- 7) To carry out our legal and contractual obligations and enforce our rights;
- 8) To conduct business;
- 9) To protect against fraud; and
- 10) To notify you when updates are available.

Our website does not intend to collect or compile personal information for dissemination or sale to outside parties for consumer marketing purposes, or host mailings on behalf of third parties.

### **Cookies and Other Tracking Technologies**

Cookies may be used on some pages of our website. "Cookies" are small text files placed on your device that assist us in providing a more customized website experience. For example, a cookie can be used to store registration information in an area of the site so that a user does not need to re-enter it on subsequent visits to that area. It is our policy to use cookies to make navigation of our websites easier for visitors and to facilitate efficient registration procedures. Site statistics are compiled by third parties and therefore your IP address will be passed to third parties for statistical reporting only.

To properly manage our website, we may anonymously log information on our operational systems, and identify categories of visitors by items such as domains and browser types. These statistics are reported in the aggregate to our webmasters. This is to ensure that our website presents the best web experience for visitors and is an effective information resource.

### **Do Not Track**

Do Not Track is a privacy preference that users can set in their web browsers. When a user turns on the Do Not Track Signal, the browser sends a message to websites requesting that they not track the user. There is no accepted standard on how to respond to Do Not Track signals, and we do not respond to such signals.



Please note that blocking cookies may affect your browsing experience on many sites and may limit your ability to use certain features of our Services.

### **Third Party Sites**

Our website may link to other websites which do not operate under FCL's privacy practices. When you link to other websites, FCL's privacy practices no longer apply. We encourage visitors to review each site's privacy policy before disclosing any personally identifiable information.

### **How We Share Information**

Information collected by FCL may be transferred or disclosed to third party contractors, subcontractors for the purposes set out in this statement and for the administration of our site and/or other internal, administrative purposes. Personal information may also be transferred to third party service providers that provide services to FCL including: identity management, website hosting and management, data analysis, data back up security, and storage services. As a result, your personal information may also be transferred outside the country where you are located. By submitting personal information through this site, you are providing explicit consent to the transfer of such information for the fulfillment of your voluntary requests.

We may disclose information to third parties under the following circumstances:

As required by applicable law, statute, rule, regulation, or professional standard, or through subpoena, search warrant or other legal process;

- 1) For regulatory compliance purposes;
- 2) When explicitly requested by a user;
- 3) As part of, or in preparation for, a change of control, restructuring, corporate change, or sale or transfer of assets; or
- 4) As otherwise set out in this Statement.

### **Access**

You may review and change your personal information by sending us a completed standard data update form via an email to request access to, correct, or delete your personal information that you have provided to us. When practically possible, if FCL is informed that any personal information collected through our website is no longer accurate, we will make appropriate corrections based on the updated information that you provide. We may not accommodate a request to change information if we believe the change would violate any law or legal requirement or cause the information to be inaccurate. If you would like to exercise your rights under applicable law to obtain details of personal information FCL holds about you, or to correct that information, you can contact [dpo@falcon-corporation.com] or if you have a complaint about FCL's handling of your personal information.



## Retention

We will retain your personal information in compliance with our data retention policy for any of the purposes described above, or longer if required by applicable law or regulation.

## Security

We have put in place appropriate technical and organizational security measures designed to protect your personal information from loss, misuse, or destruction, including unauthorized, accidental, or unlawful disclosure or processing of your personal information. We take steps to limit access to personal information and our employees have agreed to maintain the confidentiality of this information. While we take data protection precautions, no security measures are completely secure, and we do not guarantee security. Note, in the event of a security incident, we may use your email address and/or other contact information that you have provided to notify you of the incident.

## Changes to this Privacy Statement

We may update this statement at any time by publishing an updated version here. You can access the most current version of this privacy statement at any time on this site.

## FCL Data Breach Management Process

1. Executive Management receives the breach complaint through the designated complaint channel.
2. Executive Management will ensure the breach is contained and that an initial assessment is conducted.
3. Confirmation of the following is required:
  - Extent
  - Cause
  - The information the breach involves
  - Confirmation of possible containment
  - If the breach is a systemic problem or an isolated incident
  - Assessment of the risk or other harm because of the breach i.e. The loss of trust, reputational damage, legal liability, or breach of secrecy provisions
  - If the information that has been compromised, is sensitive or likely to cause humiliation or embarrassment
4. Assess the need to notify affected individuals or entities or if the information can be fully recovered without further disclosure.
5. Prevention of future breaches, once immediate steps has been taken to mitigate the risks associated with a breach.
6. Following the investigations, the outcome of the investigation and relevant recommendations, including:
  - Making appropriate changes to policies and procedures if necessary;
  - Revising staff training practices if necessary; and
  - Updating this data breach procedure where required.



### Contact Us

If you have questions or concerns about the data privacy practices of this our website please contact us at [dpo@falcon-corporation.com](mailto:dpo@falcon-corporation.com). We aim to respond to you in 14 working days.

### Reviews

Any review to this policy shall be on the written authorization of the Managing Director, or the Deputy Managing Director where so designated to act. Such reviews shall be communicated to staff and shall be uploaded on the shared folder for reference. This Policy may be reviewed as the need arises.