

PRIVACY NOTICE

This Privacy Notice explains how Dalco Limited collects, uses, shares or otherwise processes personal information that you provide to us, or that we may otherwise obtain or generate, which related to you. Please take a moment to review this Privacy Notice and, if you have any questions, feel free to get in touch via one of the methods set out under the header 'Contact Information' below.

If this Privacy Notice is updated or modified in any way you shall be duly notified and provided with an updated version.

1. What personal information do we collect, and where do we obtain it from?

- Your name
- Your contact details, namely you e-mail address/es, telephone number/s, mailing address and delivery address
- ID card number or passport number
- Other documents as may be necessary for us to comply with our legal obligations.

We gather the above information by requesting it from the clients themselves. We may also receive professional information about you from other sources, including publicly available information. We may combine information that we have about you from various sources, including the information that you have provided us.

2. Use of Personal Information

We may use your personal information to:

- Provide you with our services, which includes the delivery of goods purchased
- Answer your questions and requests for service
- Provide you with information, including marketing communications
- Send you important notices or communications, such as delivery times, or changes to our terms, conditions and policies.
- For internal purposes such as billing, auditing and research, and to maintain our client database; and
- To ensure we have up-to-date contact information

We may also be required to process your personal data for the purpose of:

- Compliance with applicable laws, rules, regulations, guidance and codes;
- Compliance with demands or requests made by local and foreign regulators, Governments, courts and law enforcement authorities, and complying with a judicial process or arbitral procedure, or in connection with any dispute or litigation, subject to our obligations of

professional secrecy as may be applicable in the particular circumstances where such data is requested.

3. On what basis do we use your personal information?

- With your consent, we will at times ask for your specific consent to process your personal information.
- For the performance of a contract: when you place an order or purchase goods from us, we will process your data insofar as it is necessary for the performance of our contracted services.
- For compliance with a legal obligation: we may at times be legally obliged to process your personal information in order to comply with demands or requests made by local and foreign regulators, Governments, courts and law enforcement authorities, or with a court process, or in connection with any litigation, or in order to comply with our legal obligations.

4. Recipients and sharing of your personal information

Your personal information will be received by Dalco Limited yet may also be shared with its employees and consultants, and with its affiliated companies, their employees and consultants.

We may also share your personal information with any of the following:

- Our suppliers or sub-contractors strictly as required in order to carry out the purposes outlined in this privacy notice
- Our professional advisors, accountants, IT service providers, and auditors strictly as required for consultation purposes or for compliance with our legal obligations or in the course of the provision of our services.
- Regulators, governments and law enforcement authorities was and when this is required under applicable laws and regulations; and
- Courts, tribunals arbitrators or other competent bodies who may have authority to request such personal information or to whom disclosure is necessary for the purpose of providing our professional services.
- Other parties involved in any matter or dispute in which you are a party and for which we have been engaged to advise or assist, strictly as is necessary to provide the services required.

5. Transfers outside the European Union

We may transfer your personal information outside of Malta. The countries to which your personal information is transferred may not offer an equivalent level of protection for personal information to the laws of Malta. Where appropriate, we will take steps to ensure your information is transferred subject to appropriate safeguards, such as by entering into data transfer agreements. Where we have put data transfer agreements or similar safeguards in place, we may be able to make a copy of this available to you if you contact us via one of the methods set out under the header 'contact information' below.

6. How long will we keep your personal information?

We have a data retention policy that sets out how long we keep your information. This policy is based on the type of information, the purpose of collection, and the system within our digital platforms in which the information is held. As a general rule, we keep your personal information for as long as we need to in order to carry out those purposes for which your data has been collected. Thereafter all data and files are destroyed.

7. Security of data

We use a variety of security technologies and procedures to help protect your personal information from unauthorized access, use or disclosure. Any third parties, as indicated above, shall be carefully selected and required to use appropriate measures to protect the confidentiality and security of your information.

8. Your rights:

You have the right to:

- Withdraw your consent when your personal information is processed on the basis of your consent. The withdrawal of your consent shall not affect the lawfulness of processing before the withdrawal of your consent. Where the processing of data is necessary to provide you with the contacted services, withdrawal of consent may render Dalco Limited unable to provide the contacted services or part thereof. Dalco Limited may have the right to process your personal information if it has another lawful basis for doing so, as outlined in this policy.
- Ask Dalco Limited about the processing of your personal information, including to be provided with a copy of your personal information held by Dalco Limited
- To request the correction and/or deletion of your personal information, or restrict or object to the processing of your personal information,
- To request to obtain and reuse your personal information for your own purposes across different services; and
- To complain to a competent supervisory authority, or to a court of law, if your data protection rights are violated or if you have suffered as a result of unlawful processing of your personal information.

If you would like access to information we hold about you, if any of the information that we hold about you is inaccurate or out of date, or if you wish to withdraw your consent or restrict or object to us processing it, please let us know by getting in touch via one of the methods set out under the header 'contact information' below.

If you object to our processing of your personal information, we will respect such requests in accordance with our legal obligations. Your objection may mean that we may not be able to perform the actions necessary to achieve the purposes set out above.

Dalco Limited may be required or entitled to retain your information to comply with legal and regulatory obligations and to protect and exercise our legal rights and legitimate interests.

In addition to those rights outlined above you also have an unconditional right to object at any time to the processing of your personal information for direct marketing purposes by contacting us via one of the methods set out under the header 'Contact information' below.

9. Contact Us

Data Controller

Dalco Ltd is the controller of your personal information. The contact person for data protection related matters is Mr. Mark Camilleri.

Contact Information

Should you have any questions, comments and requests regarding this Privacy Notice you may contact us through any of the following methods:

By Phone: 21441328

By e-mail: rentals@dalco.com.mt

By mail: Attn Mark Camilleri, 4 'Goldfield House', Level 3, Dun Karm Street Birkirkara, Malta

Last updated: 9th August 2020