



Green User is dedicated to delivering high-quality services to its associates, encompassing both internal and external stakeholders such as staff, contractors, suppliers, clients, and VEU. This Privacy Policy outlines our enduring commitments to our associates regarding the handling of their Personal Information. It details how we secure, manage, and appropriately dispose of the Personal Information belonging to our associates.

The term 'Personal Information' refers to any information or opinion that can identify an individual, including but not limited to:

- Name, address, email address, phone numbers,
- ID documents, qualifications, and training Certificates,

Collection of Personal Information

Green User may acquire personal information through various channels, including direct input from associates, public and private sources. This includes interactions during the sales process, interviews, correspondence via telephone, fax, email, our website, associates' websites, telephone directories, data providers, marketing partners, media, publications, and other publicly available or third-party sources.

The primary purpose of collecting this personal information is to offer services to our associates, provide information and services to our clients, and maintain relevant data for our service operations. We may also use associates' personal information for secondary purposes closely related to the primary purpose, provided it aligns with their reasonable expectations.

Whenever we collect personal information, we will, when appropriate and feasible, communicate to our associates the reasons for collecting the information and the intended use. While we strive to directly collect personal information from associates, there may be instances where information is provided by third parties. In such cases, we will take reasonable steps to ensure that our associates are informed about the information received from third parties.



Disclosure of Personal Information

The disclosure of our associates' personal information involves various scenarios including, but not restricted to, the following steps:

- Personal information of our associates may be shared with third parties when explicit consent for such use or disclosure is obtained.
- Our associate's personal information may be disclosed when mandated or authorized by applicable laws and regulations.

Process: Security and Storage of Personal Information

Security and Storage of Personal Information

The storage of our associates' personal information is conducted with due diligence to prevent misuse, loss, and unauthorized access, modification, or disclosure.

When the personal information of our associates is no longer required for its original purpose, we undertake reasonable steps to either destroy the information or permanently de-identify it.

Most personal information will reside in associates' relevant files, maintained by us for a minimum duration of 7 years. This retention period ensures compliance with data management practices and regulatory requirements.

Personal Information Access and correction

An Associate has the right to review and update their Personal Information in our possession, with certain exceptions. To initiate updates or corrections, the Associate must submit a written request. We do not impose any charges for such access or amendments. To ensure the security of our Associates' Personal Information, proper identification will be required before releasing the requested information.

Ensuring the Quality of Personal Information

Maintaining the accuracy and currency of our Associates' Personal Information is of utmost importance to us. We are committed to taking reasonable measures to ensure that this information remains accurate, complete, and up to date.



It is the responsibility of our Associates to provide us with accurate Personal Information, and they are encouraged to promptly notify us of any updates relevant to their records. This collaboration ensures that we can maintain a comprehensive, precise, and current database.

Please be aware that this Privacy Policy may undergo changes periodically, and the latest version will always be accessible on our website.

For any queries or complaints regarding our Privacy Policy, interested parties can reach out to us via email, telephone, or our website. We are committed to addressing concerns and providing information promptly.

