



**NH International (Caribbean) Limited
Client, Vendor, Subcontractor and Online User
Privacy and Data Protection Policy**

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AUTHOR: Kristopher Lucky
REVIEWED BY: Dianne Piper-Salandy
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NH International (Caribbean) Limited’s commitment to protecting your personal data

At NH International (Caribbean) Limited (henceforth also referred to as “we”, “us”, “our”), your privacy is important to us. To better protect your privacy we provide this policy explaining our data collection, processing and security practices and the choices you can make about the way your personal data is collected and used. This Policy resides on our website’s Contact page - <http://nh.tt/contact/>, making it easily accessible at the point where you may provide us with personal data.

What personal data is collected, how it is collected and how it is used:

NH International (Caribbean) Limited collects personal data used to contact or identify persons. This data may include, but is not limited to a name, email address, or contact number.

Types of data collected	How this data is collected	How this data is used
Client Personal Data: Names, Addresses, Email Addresses, contact numbers, Job title.	<ul style="list-style-type: none"> • Through contract tendering and award processes • Through general market research (website lookups etc.) 	<ul style="list-style-type: none"> • This data is used for the purposes general correspondence for all users involved in the Tendering process. • This information is also used for Client account administration for Financial/Accounting purposes. • Used for financial audits. • Contract Management Purposes • This information is also used for general correspondence/communication between NH International (Caribbean) Limited and its employees and/or business associates. Correspondence here may encompass marketing of products/services that NH International (Caribbean) Limited offers.

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Types of data collected	How this data is collected	How this data is used
Vendor and Sub Contractor Personal Data: Names, Addresses, Email Addresses, Contact numbers, Job Title,	<ul style="list-style-type: none"> • Through the vendor or sub contractor registration process. • Through general business correspondence. • Through general marketing (solicited and unsolicited) that vendors sometimes push to NH International (Caribbean) Limited via various media. 	<ul style="list-style-type: none"> • This data is used for general correspondence between NH International (Caribbean) Limited and vendors or subcontractor for legitimate business purposes. • This data is also used for contract management purposes. • Vendor or Sub Contractor Registration requires that this data be provided for the creation and administration of a vendor record. • This data is required for the execution of NH International (Caribbean) Limited' procurement processes.
Online User Data: Names, Email Address, Comments or Questions	<ul style="list-style-type: none"> • Through the Contact NH form on the Contact page of our website (http://nh.tt/contact/) 	<ul style="list-style-type: none"> • This data is used for general correspondence between NH International (Caribbean) Limited and the Online public for legitimate business purposes.

How we share this personal data:

NH International (Caribbean) Limited shares personal data only when required to conduct legitimate business transactions between itself and its clients, potential clients and vendors and does not do so if sharing this information would constitute a conflict of interest. For example, in a tendering process, we may provide non-sensitive personal information about our Consultants as part of the tendering process. We do not share personal data with an entity that does not presently have any type of contractual employment or business relationship with the NH International (Caribbean) Limited, or with which NH International (Caribbean) Limited is not engaged in a tendering/bidding process for new business.

Exceptions to this would be in circumstances where there exists a legal and/or statutory request to do so; for example a law, regulation, warrant, subpoena, court order or statutory auditing requirements (financial and otherwise). This may include responding to legal requests from jurisdictions outside of Trinidad & Tobago where we have belief that the response is required by law in that jurisdiction, affects users in that jurisdiction, and is consistent with internationally recognized standards.

We may also access, preserve and share information when we have belief it is necessary to: detect, prevent and address fraud and other illegal activity; to protect ourselves, you and others, including as part of investigations; or to prevent death or imminent bodily harm.



Our retention period for personal data

We will retain personal data for as long as is required to satisfy our local legal and contractual obligations or where we otherwise reasonably believe we have a legitimate reason for doing so.

Data Security measures/processes in place at NH International (Caribbean) Limited

The security of personal data is important to us. NH International (Caribbean) Limited strives to prevent unauthorised access, maintain data accuracy, and ensure the correct use of data. Only authorized administrators and staff have access to systems containing such data. We utilize all reasonable measures available to us for the security of your personal data. While we strive to use commercially acceptable means to protect your personal data, we cannot guarantee its absolute security.

Access, correction and deletion of personal data

NH International (Caribbean) Limited respects your data privacy rights, and as such, will provide reasonable access to your personal data that you may have provided through various data collection means. To access or amend any of your personal data that we have recorded, or to request its deletion, you may contact us through the channels detailed in the “Contact Information” section of this policy.

Note that any personal data which the company holds to fulfil legal obligations will be held for the minimum mandatory retention period as defined under Trinidad & Tobago law and as such, requests for access, amendment or deletion of personal data in contradiction of the statutory requirements of the law would not be entertained. You may decline to share certain personal data with us. To protect your privacy and security, we will also take reasonable steps to verify your identity before amending or removal of personal data.

Changes to the Privacy Policy

This Privacy Policy is effective as of May 24th, 2018 and will remain in effect except with respect to any changes in its provisions in the future, which will be circulated as soon as they come into effect. We reserve the right to update or change our Privacy Policy at any time without any notice to you and we therefore encourage that you should check this Privacy Policy periodically.

Contact Information

Should you have other questions or concerns about these privacy policies, please email info@nh.tt. Please direct any queries concerning this policy through these channels and the appropriate resource will respond.

NH INTERNATIONAL (CARIBBEAN) LTD.
39 Long Circular Road, P.O. Box 3064
St. James, Port of Spain, Trinidad & Tobago
T +1(868) 622 7402 F +1(868) 622 5313
E info@nh.tt W nh.tt