

Data Processing Agreement (DPA)

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Data Processor:

HongKong Microtecks Technology Co., Ltd.

Flat/RM 1124, 12/F, Kowloon Industrial Centre, Hong Kong

Email: privacy@microtecks.com

(Hereinafter referred to as "Processor")

This Agreement forms an integral part of any commercial or contractual relationship ("Main Agreement") between the Controller and the Processor involving personal data processing under applicable data protection laws, including but not limited to the EU General Data Protection Regulation (GDPR) and Singapore/Malaysia PDPA.

1. Subject and Duration

The Processor shall process personal data on behalf of the Controller only for the duration and purposes defined in the Main Agreement.

2. Scope of Data Processing

Nature and Purpose: Processing business contact data for communication, customer support, order fulfillment, logistics, and after-sales.

Categories of Data Subjects: Business contacts, clients, representatives of the Controller.

Categories of Personal Data: Name, job title, email, phone number, address, WhatsApp/WeChat ID, etc.

No sensitive data or special categories of data are intended to be processed.

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3. Obligations of the Processor

- Process data based on documented instructions
- Maintain confidentiality and technical safeguards
- Notify Controller of data breaches within 48 hours
- Assist with data subject rights
- Ensure sub-processor compliance

4. Sub-processing

The Processor may engage sub-processors. The Processor remains liable for their compliance.

5. Data Transfers

Use of SCCs, adequacy decisions, or other lawful mechanisms for international data transfers.

6. Data Subject Rights

Processor forwards data subject requests to the Controller.

7. Deletion or Return of Data

Data will be returned or securely deleted upon request or termination.

8. Liability and Indemnity

Each party is liable for its own non-compliance with data protection laws.

9. Governing Law

This Agreement is governed by the laws of Hong Kong SAR.

10. Miscellaneous

Changes must be made in writing and signed by both parties.

IN WITNESS WHEREOF, the parties agree to the above terms by signing below:

For the Controller:

Data Processing Agreement (DPA)

Company Name: _____

Authorized Signature: _____

Name & Title: _____

Date: _____

For the Processor:

HongKong Microtecks Technology Co., Ltd.

Authorized Signature: _____

Name & Title: Carolyn

Date: _____