

TALAWAKELLE TEA ESTATES PLC (TTEPLC)

PRIVACY NOTICE

Last Updated: July 2026

Talawakelle Tea Estates PLC ("TTEPLC", "we", "our" or "us") is committed to protecting personal data and respecting your privacy in accordance with the Personal Data Protection Act No. 9 of 2022 of Sri Lanka and other applicable legal and regulatory requirements. This Privacy Notice explains how TTEPLC collects, uses, shares, stores and protects personal data relating to customers, suppliers, contractors, employees, job applicants, visitors, business partners and other stakeholders.

Information We Collect

Depending on your relationship with TTEPLC, we may collect the following types of personal data:

- Personal identification and contact information, including name, postal address, email address, telephone number, NIC or passport details and other information necessary to identify or communicate with you.
- Customer, supplier, contractor and business-partner information, including contractual, transactional and payment-related records.
- Recruitment and employment-related information, including CVs, qualifications, employment history, references and payroll or workforce-administration records.
- Biometric information collected during registration or onboarding processes, including fingerprint templates, facial-recognition templates or other biometric identifiers used for attendance management, authentication and access-control purposes.
- Technical information such as IP addresses, browser details, cookies, device information and website-usage data.
- Communication records, including enquiries, complaints, correspondence and feedback.
- Visitor and security information, including visitor logs, vehicle details, photographs, CCTV recordings and access records.

How We Collect Personal Data

We may collect personal data directly from you, through our website and digital platforms, during recruitment and employment processes, through business transactions, from organizations that you represent, from service providers and business partners, or from publicly available lawful sources where appropriate.

How We Use Personal Data

We may use personal data to:

- Respond to enquiries and requests.
- Manage customer, supplier, contractor and stakeholder relationships.
- Process orders, deliveries, payments and other business transactions.

- Manage recruitment, employment, payroll and workforce administration.
- Manage attendance, authentication and access control using authorised biometric systems.
- Maintain the safety and security of our people, premises, assets and information systems, including through CCTV monitoring.
- Improve our services, operations and website performance.
- Prevent fraud, misconduct and unlawful activities.
- Establish, exercise or defend legal claims.
- Comply with legal, regulatory and contractual obligations.

Legal Basis for Processing

TTEPLC processes personal data only where an appropriate legal basis exists. Depending on the circumstances, processing may be necessary:

- To enter into or perform a contract.
- To comply with legal or regulatory obligations.
- For TTEPLC's legitimate business interests, including administration, information security, fraud prevention and operational management.
- Where consent has been provided and is required by law.
- To protect vital interests or establish, exercise or defend legal claims.

Cookies and Website Technologies

Our website may use cookies and similar technologies to support website functionality, improve security, analyse usage patterns and enhance user experience. You may manage cookie preferences through your browser settings, although disabling certain cookies may affect website functionality.

Sharing of Personal Data

Where necessary and appropriate, TTEPLC may share personal data with:

- Hayleys Group companies and shared-service functions.
- Customers, suppliers, contractors and business partners.
- Banks, insurers, auditors and professional advisers.
- Recruitment, information technology, cloud-hosting and security-service providers.
- Government authorities, regulators, courts and law-enforcement agencies where required.
- Parties involved in a corporate restructuring, merger, acquisition or business transaction, subject to applicable safeguards.

International Transfers

Where required for business operations, personal data may be processed or stored outside Sri Lanka using approved service providers or business partners. TTEPLC will take reasonable steps to ensure appropriate contractual, technical and organisational safeguards are in place to protect such personal data.

Data Retention and Security

TTEPLC retains personal data only for as long as necessary for business, legal, regulatory, audit, security or evidentiary purposes. When personal data is no longer required, it will be securely deleted, destroyed or anonymised in accordance with applicable procedures.

TTEPLC implements appropriate technical and organisational measures to protect personal data, including access controls, secure systems, monitoring, confidentiality obligations and enhanced safeguards for biometric information and CCTV records.

Your Rights

Subject to applicable law, you may have the right to:

- Access your personal data.
- Request correction of inaccurate information.
- Request completion of incomplete information.
- Withdraw consent where processing is based on consent.
- Request deletion of personal data where legally permissible.
- Object to certain processing activities.
- Lodge a complaint with the relevant authority. TTEPLC may take reasonable steps to verify your identity before responding to a request. Certain rights may be subject to legal limitations or exemptions.

Changes to this Privacy Notice

TTEPLC may update this Privacy Notice from time to time to reflect changes in business operations, legal requirements or data-processing activities. Updated versions will be made available through appropriate communication channels, including our website.

Contact Us

If you have any questions about this Privacy Notice, wish to exercise your rights, or believe that your personal data has been handled improperly, please contact:

Talawakelle Tea Estates PLC

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Colombo 10, Sri Lanka

Telephone: +94 11 2627700

Email: tpl.tea@ttel.hayleys.com

Website: www.talawakelleteas.com