

Personal Data Protection Policy Introduction

1. This is the Personal Data Protection Policy (“Policy”) of Social Connect Solutions Pte Ltd (“organization”, “we”, “us”, or “our”).
2. This Policy sets out the principles when collecting, using, disclosing, retaining and removing personal data and describes other important topics relating to an individual’s privacy as per the provisions of the Personal Data Protection Act, 2012 (“PDPA”).
3. By providing your Personal Data to us, you declare that you have read and understood this Policy and agree to us processing your Personal Data in accordance with the manner as set out in this Policy.
4. If you do not agree to this Policy or any amendments to this Policy, we may not be able to render all products and/or services to you and you may be required to terminate your relevant agreement with us.

Purpose of acquiring and processing your Personal Data

1. The term “Personal Data” in this Policy means data that can identify an individual.
2. The types of Personal Data that we collect about individuals include:

Name
NRIC number / FIN number / Passport number
Bank Account Details
Mobile Number
Vehicle Number
Email Address
Physical Address
Telephone Number
Photographs

3. Personal Data will, generally, only be collected and used for the primary purposes of:

- Conducting, improving, maintaining and developing a business relationship;
- Processing, servicing or enforcing transactions and sending related communications;
- Identification and verification purposes in connection with any of the services or products that may be supplied to individuals;
- Responding to individual’s queries;
- To evaluate applications for employment / job positions;
- To conduct due diligence / background checks on job applicants

- For meeting any applicable legal or regulatory requirements and making disclosure under the requirements of any applicable law, regulation, direction, court order, by-law, guideline, circular or code applicable to US

4. The organization takes reasonable steps to ensure the individual is aware of:

- The likely use of the information;
- The means of requesting on the provision of personal data that is in the possession of the organization;
- The means of withdrawing any consent in respect of the collection, use or disclosure of the personal data that is in the possession of the organization;
- The identity and contact details of the organization;
- Any law requiring collection of the information; and
- The main consequences of failure to provide the information

5. We only collect and use Personal Data for purposes, which you have consented to and for which we have been authorized to do so. If we need to use your Personal Data for any new purpose, which you have not previously consented to, we would seek your consent prior to using your Personal Data for the new purpose.

Disclosure of your Personal Data

1. The organization will not sell, rent or license any personal data that it collects from an individual.
2. The organization discloses personal data for the primary purpose for which it was collected or for purposes that a reasonable person will consider appropriate in the circumstances or where the individual has consented or where permitted under the PDPA or other applicable law or if required by law.
3. The organization does not disclose your personal data for any secondary purposes unless your consent has been given or if so permitted or required under the PDPA or other applicable laws and regulations.
4. There may be other situations where we may collect and use personal data, which are outside a person's reasonable expectation. When this occurs, we are committed to providing the individual with an explanation for the possible use of the personal data when asking for the individual's consent.

Access to your Personal Data

1. If an individual wishes to be provided with information regarding their Personal Data usage that is in the possession or under our control or the ways in which such Personal Data has been used or disclosed by us during the last one year before the date of request then that person needs to send a written request by email or

Singapore post to the Data Protection Officer (“DPO”) at the contact details as mentioned in this Policy. We will handle such requests as soon as reasonably possible in accordance with the PDPA.

2. In respect of your right to access your Personal Data, we have the right to refuse your request to access your Personal Data for the reasons permitted under the law, such as where the expense of providing access to you is disproportionate to the risks to your privacy, or where the rights of others may also be violated, amongst other reasons.

3. We may charge a small fee to cover the administration costs involved in processing your request to access your Personal Data.

Withdrawal of Consent of your Personal Data

1. As per PDPA you may choose to withdraw the use, collection, sharing or processing of your Personal Data at any time by notice in writing to inform us on your withdrawal (in full or in part) of your consent given previously to us subject to any applicable legal restrictions, contractual conditions and a reasonable duration of time for the withdrawal of consent to be effected.

Accuracy of your Personal Data

We aim to keep all Personal Data as accurate, complete, not misleading, up-to-date and reliable as possible. Therefore, the accuracy of your Personal Data depends to a large extent on the information you provide. As such, it is a condition of us providing the products and/or services to you that you:

- Warrant and declare that all your Personal Data submitted or to be submitted to us are accurate, not misleading, updated and complete in all respects for purposes of acquiring or using the relevant products and/or services and you have not withheld any Personal Data which may be material in any respect and that we are authorized to assume the accuracy and up-to-date of the Personal Data given by you when processing such Personal Data; and
- Promptly update us as and when such Personal Data provided earlier to us becomes inaccurate, incomplete, misleading, outdated or changes in any way whatsoever by contacting us at the contact details below.

Correction of your Personal Data

We take prompt steps to ensure information is accurate and up-to-date by updating our records whenever changes to information come to our attention.

If there is a change or an update in your Personal Data or if there is a need to correct any Personal Data of yours that we have, please write to us and provide us with the following details:

- Your name and an email address or mailing address at which we can contact you.
- The nature of our relationship with you.
- The Personal Data for which there has been a change, update or correction.

You may send your requests to our Data Protection Officer at the contact details listed in this Policy.

Protection & Security of your Personal Data

1. We take reasonable steps to ensure that your personal data is securely stored.
2. We employ a range of technological and physical security arrangements and maintain safeguards to protect against the accidental or unauthorized access, collection, use, disclosure, copying, modification, disposal, deletion and other similar risks to Personal Data.
3. Any data destroyed is disposed of in a manner that protects the privacy of personal data in an appropriate manner.

Retention of your Personal Data

1. Any of your Personal Data provided to us will be retained for the duration of the purpose(s) for which it is collected for.
2. Then, your Personal Data will be destroyed from our records and system in accordance with our retention policy in the event your Personal Data is no longer required for the said purposes, unless its further retention is required to satisfy a longer retention period to meet our operational, legal, regulatory, tax or accounting requirements.

Cross Border Disclosure of your Personal Data

1. We take reasonable steps, in the circumstances, before your personal data is disclosed to an overseas recipient, to ensure that the overseas recipient provide a standard of protection to personal data so transferred that is comparable to the protection under the PDPA.

2. Any personal data provided to us may be transferred to, stored by or disclosed to an overseas recipient. For example, we may use a server hosted overseas to store data, which may include your personal data.

3. Your Personal data may also be processed by employees or by third parties operating outside of Singapore who work for us and is authorized by us.

Using our Website

1. We do NOT use “cookies” (a small file that stays on your computer until, depending on whether it is a sessional or persistent cookie) on our website.

2. Hence, we do NOT record anonymous information such as IP address, time, date, referring URL, pages accessed and documents downloaded, type of browser and operating system when you visit our website.

3. Our website may contain links to other third-party websites. We are not responsible for the Personal Data Protection practices of other companies’ websites. However, we encourage you to read the Personal Data Protection policies of other websites you link from our website.

How to Contact Us

If you have any questions or comments about this Policy and practices on our collection, use, disclosure or retention of Personal Data, you may contact our Data Protection Officer (DPO):

Email address: dpo@socialconnect.com.sg

Telephone: +65 8571 3432

Mailing address:

Data Protection Officer

Social Connect Solutions Pte Ltd

20 Maxwell Road

Maxwell House 09-01N

Singapore 069113

Updates to this Personal Data Protection Policy

1. We may change or update portions of this Policy at any time and without prior notice to you. Please review this Policy from time to time on our website or it may be obtained free of charge upon request so you are aware of any changes or updates to the notice. We will indicate the effective date of the notice.

2. If you do not agree with any of the changes or updates to the Policy, you have the option of withdrawing your consent to our collection, use, disclosure and processing of your Personal Data.

With Effect from 1st January 2017