



**PRIVACY AND
DATA PROTECTION
POLICY**

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singlitstation.com

Dated:
18 Jul 2018

Sing Lit Station Ltd ("SLS") takes its responsibilities stipulated under the Personal Data Protection Act, 2012, Singapore ("PDPA") seriously. We would like to take this opportunity to state that we recognise the importance of safeguarding the personal data you have provided us and will responsibly manage and protect your data. This Privacy and Data Protection Policy (the "Policy") details the manner with which we collect, use, disclose and/or process your personal data (including "Personal Data" as defined under the PDPA) you have provided to us. We hope that it will assist you in making an informed decision before providing us with any of your personal data.

If you have any queries on this policy or any other queries in relation to how we may manage, protect and/or process your Personal Data, please contact our Station Control who serves as our Data Protection Officer ("DPO") at +65 6909 3504 or email singlitstation@gmail.com.

This Policy governs the manner in which SLS collects, uses, maintains and discloses information collected from users (each, a "User") of SLS, including Personal Data through you or your authorised representatives, and/or through our third party service providers (e.g. ticketing agents or surveys). This Privacy Policy applies to SLS and all events, workshops, competitions, camps, courses and programmes offered by SLS.

Personal identification information

We may collect Personal Data from Users in a variety of ways, including, but not limited to, when Users enrol in workshops or courses organised or provided by SLS, subscribe to a newsletter or a mailing list, submit to a camp or competition, and in connection with other SLS activities, services, surveys, market research, publications, events, features, or resources we make available at SLS. Users may visit SLS anonymously. We will collect Personal Data from Users only if they voluntarily submit such information to us. Users can refuse to supply Personal Data but doing so may prevent them from engaging in certain User related activities. SLS will notify you of the purposes for which your Personal Data may be collected, used, disclosed and/or processed, as well as obtain your consent for the collection, use, disclosure and/or processing of your Personal Data for the intended purposes, unless an exception under the law permits us to collect and process your Personal Data without your consent.

How we use collected information

SLS may collect and use Users' Personal Data for the following purposes (the "Purposes"):

- *To improve customer service*
Information you provide helps us respond to your customer service requests and support needs more efficiently.
- *To personalize user experience*
We may use information in the aggregate to understand how our Users as a group use the services and resources provided in by SLS.
- *To send periodic emails*
We may use Users email addresses to send Users information and updates on SLS activities, events, publications, surveys, services and programmes. User email addresses may also be used to respond to User inquiries, questions, or other requests.

Should SLS be required to disclose the Personal Data you have provided to us to our third party service providers, agents and/or our affiliates or related corporations, and/or other third parties whether sited in Singapore or outside of Singapore, for one or more of the Purposes, SLS will make known any such disclosures to you for your approval and opt-in. In any such cases, the disclosure will be for these third party service providers, agents and/or affiliates or related corporations and/or other third parties to process your personal data either on our behalf or otherwise, for one or more of the Purposes.

Sharing your personal information

SLS respects the confidentiality of the personal data you have provided to us. As such, SLS will not disclose your Personal Data to third parties without first obtaining your consent permitting us to do so.

However, please note that SLS may disclose your personal data to third parties without first obtaining your consent in certain situations, including, without limitation, the following:

- cases in which the disclosure is required or authorised based on the applicable laws and/or regulations;
- cases in which the purpose of such disclosure is clearly in your interests, and if consent cannot be obtained in a timely manner;
- cases in which the disclosure is necessary to respond to an emergency that threatens the life, health or safety of yourself or another individual;
- cases in which the disclosure is necessary for any investigation or proceedings;
- cases in which the personal data is disclosed to any officer of a prescribed law enforcement agency, upon production of written authorisation signed by the head or director of that law enforcement agency or a person of a similar rank, certifying that the personal data is necessary for the purposes of the functions or duties of the officer;
- cases in which the disclosure is to a public agency and such disclosure is necessary in the public interest; and/or
- where such disclosure without your consent is permitted by the PDPA or by law.

We do not sell, trade, or rent User Personal Data information to others.

Request for access and/or correction of personal data

You may request to access and/or correct the personal data currently in SLS's possession or control by submitting a written request to SLS. Please provide SLS with adequate information to confirm your identity, as well as details on the nature of your request, to singlitstation@gmail.com.

For a request to access personal data, once SLS receives sufficient information from you to deal with the request, SLS will seek to provide you with the relevant personal data within 30 days. Note that the PDPA exempts certain types of personal data from being subject to your access request.

For a request to correct personal data, once SLS receives sufficient information from you to deal with the request, we will correct your personal data within 30 days. Where we are unable to do so within the said 30 days, we will notify you of the soonest practicable time within which we can make the correction. Note that the PDPA exempts certain types of personal data from being subject to your correction request as well as provides for situation(s) when correction need not be made by us despite your request.

Request to withdraw consent

You may withdraw your consent for the collection, use and/or disclosure of your personal data in SLS's control by submitting your request to singlitstation@gmail.com or by opting out of our mailing lists via our electronic direct mailers.

SLS will process your request within a reasonable time from such a request for withdrawal of consent being made, and will thereafter not collect, use and/or disclose your personal data in the manner stated in your request.

Administration and management of personal data

SLS will take reasonable efforts to ensure that your personal data is accurate and complete, if your personal data is likely to be used by SLS to make a decision that affects you. However, this means that you must update SLS of any changes in your personal data that you had initially provided us with. SLS will not be responsible for relying on inaccurate or incomplete personal data arising from you not updating us of any changes in your personal data that you had initially provided the company with.

SLS will also put in place reasonable security arrangements to ensure that your personal data is adequately protected and secured. Appropriate security arrangements will be taken to prevent any unauthorised access, collection, use, disclosure, copying, modification, leakage, loss, damage and/or alteration of your personal data. However, SLS cannot assume

responsibility for any unauthorised use of your personal data by third parties which are wholly attributable to factors beyond our control.

SLS will also put in place measures such that your personal data in our possession or under our control is destroyed and/or anonymized as soon as it is reasonable to assume that (i) the purpose for which that personal data was collected is no longer being served by the retention of such personal data; and (ii) retention is no longer necessary for any other legal or business purposes.

Complaint process

Should you have any complaint or grievance regarding about how SLS is handling your personal data or about how SLS should be complying with the PDPA, please contact us with details of your complaint or grievance via:

- Telephone number: 69093504
- Email: singlitstation@gmail.com
- Address: 3A Jalan Kubor, Singapore 199201
- (Attention: Data Protection Officer)

Third party websites

Users may find advertising or other content in SLS that links to the websites and services of our partners, suppliers, advertisers, sponsors, licensors and other third parties. We do not control the content or links that appear on these websites and are not responsible for the practices employed by websites linked to or from SLS. In addition, these websites or services, including their content and links, may be constantly changing. These websites and services may have their own privacy policies and customer service policies. Browsing and interaction on any other website, including websites which have a link to SLS, is subject to that website's own terms and policies.

Changes to this Privacy Policy

SLS has the discretion to update this Privacy Policy at any time. We encourage Users to frequently check this page for any changes. You acknowledge and agree that it is your responsibility to review this Privacy Policy periodically and become aware of modifications. Your acceptance of these terms

By enrolling in SLS activities, events, competitions, publications, courses, workshops or programmes, you signify your acceptance of this Privacy Policy. If you do not agree to this Privacy Policy, please do not enrol in SLS activities, events competitions, publications, courses, workshops or programmes. Your continued enrolment in SLS activities, events competitions, publications, courses, workshops or programmes following the posting of changes to this Privacy Policy will be deemed your acceptance of those changes.
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Signed by,



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