

Company: ABC Consulting Pte. Ltd.
Country of Operation: Singapore
Document Owner: Compliance & Risk Function
Drafted Date: 05 January 2026
Regulatory Basis: Personal Data Protection Act 2012 (PDPA)

Data Protection / Privacy Policy

1. Purpose

This policy sets out how the Company collects, uses, discloses, stores, and protects personal data in compliance with the Personal Data Protection Act 2012 (PDPA) of Singapore.

2. Scope

This policy applies to all employees, contractors, and third parties acting on behalf of the Company, and to all personal data processed by the Company in electronic or physical form.

3. Policy Principles

- Consent Obligation – Personal data is collected, used, or disclosed only with valid consent unless permitted by law.
- Purpose Limitation – Personal data is used only for notified and reasonable purposes.
- Notification Obligation – Individuals are not informed of data usage purposes.
- Access and Correction – Individuals may request access to and correction of their personal data.
- Accuracy – Reasonable efforts are made to ensure data accuracy.
- Protection – Appropriate safeguards are implemented to protect personal data.
- Retention Limitation – Personal data is not retained longer than necessary.
- Transfer Limitation – Overseas transfers ensure comparable protection.

4. Data Breach Management

The Company will assess, manage, and report data breaches in accordance with PDPA requirements, including notification to the Personal Data Protection Commission where applicable.

5. Review

This policy shall be reviewed annually or upon changes to regulatory requirements.