

## **BiZiT Festival 2017 Data Protection Policy Basic Terms**

This Data Protection Policy applies to the BiZiT Festival ('Our Event', 'we' or 'us') and is subject to the Personal Data Protection Principles under the PDPA Act 2012 (No 26). It governs our collection, use and disclosure of personal information that you have provided to us.

By interacting with us, submitting information to us, or signing up for any events offered by us and/or or third parties associated with us, you agree and consent to the BiZiT Festival, as well as our respective Partners and/or agents collecting, using, disclosing and sharing amongst themselves your Personal Data, and disclosing such Personal Data to the BiZiT Festival's relevant third parties in the manner set forth in this Data Protection Policy.

We reserve the right to modify, amend and/or update our Data Protection Policy at any given point of time to ensure that our Data Protection Policy is relevant to and consistent with our future developments, industry trends and/or any changes in legal or regulatory requirements.

Subject to the rights at law that you are entitled to, you recognise and agree to be bound by the prevailing terms of our Data Protection Policy.

### **Personal Data**

1. In our Data Protection Policy, personal data" means data, whether true or not, —
  - a) from the data you have provided; or
  - b) from the data that you have provided and other information to which the organisation has or is likely to have access;

### **Collection of Personal Data**

- 1.1 The collection of your Personal Data may be obtained, but not limited to the following ways:
  - when you submit an application form or registration form;
  - a) when you enter into any agreement or provide other documentation or information in respect of your interactions with us;
  - b) when you use our electronic services, or interact with us via any of our websites;
  - c) when you request that we contact you or request that you be included in an email or other mailing list;
  - d) when you respond to our promotions, initiatives or to any request for additional Personal Data;
  - e) when your images are captured by us via photographs or videos taken by us or our representatives when you attend our events at any premises;
  - f) when you are contacted by, and respond to, our marketing representatives;
  - g) when we receive references from business partners and third parties, for example, where you have been referred by them; and/or
  - h) when you submit your Personal Data to us for any other reason.
- 1.2 If you provide us with any Personal Data relating to a third party (e.g. information of your parents, and/or employees), by submitting such information to us, you represent and warrant to us that you have obtained the consent of the third party to provide us with their Personal Data for the respective purposes.
- 1.3 You should ensure that all Personal Data submitted to us is complete, accurate, true and correct. Failure on your part to do so may result in our inability to provide you with the products and services you have requested.

### **Purposes for the Collection, Use and Disclosure of Your Personal Data**

- 1.1 We may collect, use and disclose of your Personal Data for the following purposes:
  - a) verifying your identity;
  - b) responding to your queries, feedback, complaints and requests;
  - c) managing our administrative operations and complying with internal policies and procedures;

- d) matching any Personal Data held which relates to you for any of the purposes listed herein;
- e) in connection with any claims, actions or proceedings (including but not limited to drafting and reviewing documents, transaction documentation, obtaining legal advice, and facilitating dispute resolution), and/or protecting and enforcing our contractual and legal rights and obligations;
- f) meeting or complying with any applicable rules, laws, regulations, codes of practice or guidelines issued by any legal or regulatory bodies which are binding on the BiZiT Festival (including but not limited to responding to regulatory complaints, disclosing to regulatory bodies and conducting audit checks, due diligence and investigations);
- g) if you are an existing or prospective participant (including an invited speaker) of our events and programmes;
- h) assessing and processing any applications or requests made by you for any courses, events and programmes offered by us;
- i) creating and maintaining your profile in our system database for internal records and reference;
- j) taking photograph(s) and/or video(s) of you for (i) internal dissemination within the BiZiT Festival and (ii) generating publicity materials for our courses, events and programmes;
- k) facilitating and providing opportunities (including internships and business networking) between yourself and other existing or prospective Partners of our courses, events and programmes; and/or
- l) providing or marketing services, events and benefits to you, including but not limited to special events and promotions from us and/or our Partners;
- m) administering and organising promotional events, competitions and marketing campaigns; and/or
- n) any other purpose reasonably related to the aforesaid

1.2 In relation to particular events or in your interactions with us, we may also collect, use and disclose your Personal Data for additional purposes, unless we have specifically notified you otherwise.

### **Disclosure of Personal Data**

1. We will take reasonable steps to protect your Personal Data against unauthorised disclosure. Subject to the provisions of any applicable law, your Personal Data may be disclosed by us, for the purposes listed above (where applicable), to the following entities or parties, whether they are located overseas or in Singapore:
  - a) agents, contractors or third party service providers (including but not limited to external lecturers) who provide services in connection with the courses, programmes and events organised, conducted and administered by us;
  - b) our Partners or collaborators in our courses, events and programmes (including but not limited to the National University of Singapore);
  - c) any Partner, Sponsor, assignee or transferee of the Event;
  - d) relevant government ministries, regulators, statutory boards or authorities or law enforcement agencies to comply with any laws, rules, guidelines and regulations or schemes imposed by any governmental authority; and/or
  - e) any other party whom you authorise us to disclose your Personal Data to.

### **Data Security**

1. We strive to take reasonable efforts to protect Personal Data in our possession or our control by making reasonable security arrangements to prevent unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks. However, we cannot completely guarantee the security of any Personal Data we may have collected from or about you.

### **Contacting Us – Feedback, Withdrawal of Consent, Access and Correction of your Personal Data**

1. At any point in time, should you wish to correct your personal data, withdraw your consent for the collection, use or disclosure of your personal data for the collection, use, and disclosure of personal

information for receiving marketing material, please email to notify us at [festival@bizitsociety.org](mailto:festival@bizitsociety.org). We will respond to your request within three working days.

2. If you withdraw your consent to any or all use of your Personal Data, depending on the nature of your request, we may not be in a position to administer any contractual relationship in place, which in turn may also result in the termination of any agreements with us and/or our Partners, and your being in breach of your contractual obligations or undertakings. In such an event, our legal rights and remedies are expressly reserved.