

# **THE ENNEAGRAM ACADEMY ALUMNI CLUB**

## **DATA PRIVACY POLICY**

This Privacy Policy sets out how The Enneagram Academy Alumni Club ("TEAAC, we, our, or us") uses, manage and protects any Personal Data that is given The Enneagram Academy Alumni Club in accordance to Singapore's Personal Data Protection Act 2012 ("The Act"). "Personal Data" means data, whether true or not, about an individual who can be identified: (a) from that data; or (b) from that data and other information to which we have or are likely to have access.

**The Personal Data which we may collect from you includes:**

- a. Full Name
- b. Residential Address
- c. Personal Email Address
- d. Mobile Telephone number

**Your Personal Data might be collected via:**

1. Submission of application forms or updating of membership with TEAAC;
2. Communications with us, via telephone calls, Whatsapp messages, emails and face-to-face interactions;
3. Registration or participation in events and/or activities conducted by TEAAC and/or joint events/activities with our partners, affiliates, sponsors, etc;
4. When you submit your Personal Data to us for any other reasons.

When you visit our website, we do not capture data that allows us to identify you individually. Details including, but not limited to, cookies, location, web logs and other communication data will be collected anonymously for purely analytical purposes.

Any third-party Personal Data (e.g. data of your spouse, children, parents, and/or employees), by submitting such information to us, you indicate that you have obtained the consent of the individual to provide us with their Personal Data for the respective purposes.

Upon submission of all Personal Data, you ensure that all data is complete, accurate, true and correct. You agree and give consent to TEAAC collecting, using, disclosing and sharing amongst themselves your Personal Data, and disclosing such Personal Data to relevant third parties in the manner outlined in this Data Privacy Policy. You accept this Data Privacy Policy when you continue to browse on TEAAC website or if you continue to engage with us for any of the above mentioned purposes.

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

We collect, use and disclose your Personal Data for the following purposes:

1. Performing our obligations arising from any contracts you have entered with TEAAC;
2. To help TEAAC facilitate organising events and activities;
3. To help TEAAC evaluate membership applicants;

4. To allow members to enjoy privileges and benefits from partners and reciprocal clubs;
5. For marketing and sales research and efforts and leads generation and publicity purposes;
6. To facilitate data analysis and business planning purposes;
7. Complying with any applicable laws and/or regulations, and/or to assist in law enforcement and investigations conducted by any regulatory authority;
8. Any other incidental business purposes related to or in connection with the above; and;
9. For reporting and accounting purposes.

TEAAC may from time to time disclose Personal Data for the purpose of performing obligations in the course of or in connection with services requested by you or to third-party service providers, agents and other organisations we have engaged to perform any of the functions regarding the above-mentioned purposes.

The purposes listed in the above clauses may continue to apply even in situations where your relationship with us has been terminated or altered in any way, for a reasonable period thereafter (including, where applicable, a period to enable us to enforce our rights under a contract with you).

#### **Withdrawing Your Consent**

1. The consent that you provide for the collection, use and disclosure of your Personal Data will remain valid until such time it is being withdrawn by you in writing. You may withdraw consent by submitting your request via email to our Data Protection Officer at the contact details provided below.
2. Upon receipt of your written request to withdraw your consent, we may require reasonable time for your request to be processed and for us to notify you of the consequences of us acceding to the same. In general, we shall seek to process your request within ten (10) business days of receiving it.
3. Whilst we respect your decision to withdraw your consent, please note that we may not be able to continue providing our goods or services to you and we shall, in such circumstances, notify you before completing the processing of your request.

#### **Access To And Correction Of Personal Data**

1. If you wish to make (a) an access request for access to a copy of the personal data which we hold about you or (b) a correction request to correct or update any of your personal data which we hold about you, you may submit your request via email to our Data Protection Officer at the contact details provided below.
2. We will respond to your request as soon as reasonably possible. In general, our response will be within ten (10) business days. If we are unable to provide you with any personal data or to make a correction requested by you, we shall generally inform you of the reasons why we are unable to do so (except where we are not required to do so under the PDPA).

#### **Protection Of Personal Data**

1. To safeguard your personal data from unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks, we have introduced appropriate administrative, physical and technical measures such as up-to-date antivirus protection, encryption, use of privacy filters, and

disclosing personal data both internally and to our authorised third-party service providers and agents only on a need-to-know basis.

2. You should be aware, however, that no method of transmission over the Internet or method of electronic storage is completely secure. While security cannot be guaranteed, we strive to protect the security of your information and are constantly reviewing and enhancing our information security measures.

### **Accuracy Of Personal Data**

We generally rely on personal data provided by you (or your authorised representative). To ensure that your Personal Data is current, complete and accurate, please update us if there are changes to your Personal Data by informing our Data Protection Officer via email at the contact details provided below.

### **Retention Of Personal Data**

1. We may retain your Personal Data for as long as it is necessary to fulfil the purpose for which it was collected, or as required or permitted by applicable laws.
2. We will cease to retain your Personal Data, or remove any means by which the data can be associated with you, as soon as it is reasonable to assume that such retention no longer serves the purpose for which the personal data was collected, and is no longer necessary for legal or business purposes.

### **Transfers Of Personal Data Outside Of Singapore**

We generally do not transfer your Personal Data to countries outside of Singapore. However, if we do so, we will obtain your consent for the transfer to be made and we will take steps to ensure that your Personal Data continues to receive a standard of protection that is at least comparable to that provided under the PDPA.

### **Data Protection Officer**

You may contact our Data Protection Officer if you have any enquiries or feedback on our Personal Data protection policies and procedures or if you wish to make any request, in the following manner:

DPO Name: Jack Yu

Email Address: [dpo@relationshipstudio.sg](mailto:dpo@relationshipstudio.sg)