

## **Singapore International Water Week Pte Ltd (“SIPL”) Data Protection Notice (the “Notice”)**

Updated as of 18 Sep 2023

### **(1) Overview and Scope**

In this Notice, “we,” “us,” “our” or “Company” means Singapore International Water Week Pte Ltd (“SIPL”), “you”, “your” or “yours” means the persons to whom this Notice applies. “Personal Data” has the same meaning as that defined in the Personal Data Protection Act 2012 (“PDPA”), and means any data or information, whether true or not, about an individual who can be identified either (a) from that data; or (b) from that data and other information to which SIPL is likely to have access to.

Your Personal Data privacy is important to us and we are highly committed to protecting and managing your Personal Data in a responsible manner in line with this Notice.

This Notice sets out the collection, use and disclosure of your Personal Data.

Personal Data excludes Business Contact Information which means an individual's name, designation or title, business telephone number, business address, business electronic mail address or business fax number and any other similar information about the individual, not provided by the individual solely for his personal purposes.

### **(2) When and what kind of Personal Data do we collect?**

SIPL may collect, use and disclose the following Personal Data about you:

- (a) When you provide Personal Data by filling in electronic or hardcopy forms when applying for SIPL’s events or feedback, asking queries, requests and other submissions;
- (b) If and when you contact SIPL (i.e., telephone calls, online chat programmes, social media, faxes and emails), we may keep a record of that correspondence;
- (c) Details of your visits to our website including, but not limited to, cookies, location data, weblogs and other communication data, that you access;
- (d) If you participate in any events, exhibitions, seminars organised by SIPL or where SIPL is a participant;
- (e) If and when you respond to any of SIPL’s publicity efforts, newsletters and other communication materials;
- (f) If you enter into any contract with SIPL, sign up for any services from SIPL (e.g., joining SIPL as a partner, etc.);
- (g) When you fill up job application forms to apply for a job at SIPL; SIPL may collect the following kinds of Personal Data through the different channels mentioned above:
  - (a) full name;

- (b) business and/or residential addresses;
- (c) business and/or personal email addresses;
- (d) mobile and business telephone numbers;
- (e) date of birth;
- (f) country of birth and nationality;
- (g) race and gender;
- (h) marital status;
- (i) NRIC / Passport/ FIN / WP numbers and details;
- (j) emergency contact, next of kin or family information;
- (k) legal and financial history;
- (l) bank account details;
- (m) educational history, employment history and professional qualifications, including testimonials, references and academic records; and
- (n) curricula vitae

**(3) What purposes does SIPL Collect, Use and Disclose Personal Data for?**

SIPL may use the information we collect from you for any of the following purposes:

- (a) To perform or carry out SIPL's obligations arising from any contracts entered between you and us;
- (b) To enable SIPL's subcontractors, third-party partners, agents and service providers, to fulfil obligations/services as stipulated in your contract with SIPL;
- (c) To facilitate event registration and award nominations;
- (d) To handle services requests and enquiries;
- (e) For travel arrangements and visa applications purposes;
- (f) For payment administration purposes;
- (g) For communications, publications and press releases purposes;
- (h) For government, audit and other regulatory and reporting purposes;
- (i) For recruitment and evaluation purposes if you apply for a job with SIPL, i.e., to determine job suitability;
- (j) For internal reporting and/or record keeping purposes; and
- (k) Purposes incidental to each or all of the above.

We may also contact you by any means of communication for which you have given us contact details, including but not limited to email, telephone and post, for the purpose of getting your feedback or for providing you with information which we believe could be of interest to you or your organisation.

By your submission of your Personal Data to us, you consent to the onward disclosure of your Personal Data to these agents or service providers (as set out above under "*What purposes does SIPL collect, use and disclose personal data for?*") and the processing of your Personal Data by these agents or service providers.

We only collect, use, store or disclose such Personal Data in accordance with this Privacy Policy. If you are acting as an intermediary or otherwise on behalf of a third party or supply us with information regarding a third party, you undertake that you are an authorised representative or agent of such third party and that you have obtained consent from such third party to our collection, use, storage and disclosure of their Personal Data. Because we are collecting the third party's data from you, you undertake to make the third party aware of all matters listed in this Privacy Policy by referring them to our website.

**(4) Consent for the collection and use of your Personal Data**

You consent to the collection, use and disclosure of your Personal Data for the above-mentioned purposes and agree to be bound by the obligations it imposes on you, when you accept this Privacy Policy. You accept this Privacy Policy when you continue to browse SIPL's website.

In this regard, you should ensure that all Personal Data submitted to us is complete, accurate and true at the time of submission. Failure on your part to do so may result in our inability to provide you with services you have requested.

If you do not consent to any of the above business purposes, SIPL may also be unable to meet the purposes for which the information was collected.

**(5) Does SIPL disclose Personal Data to third parties?**

On occasion, SIPL may use third party partners, agents and service providers to assist us in the use of your Personal Data. You consent to such use of your Personal Data by continuing to browse SIPL's website.

SIPL will not transfer Personal Data to entities outside its organisation in or outside Singapore unless there are safeguards to ensure that the transferred Personal Data will be accorded a level of protection which is comparable to the protection under the PDPA or SIPL has obtained your explicit consent.

**(6) For how long does SIPL retain your Personal Data?**

SIPL will cease to retain Personal Data, as soon as it is reasonable to assume that the purpose for collection of such Personal Data is no longer being served by such retention, and such retention is no longer necessary for legal or business purposes.

**(7) Does SIPL use cookies to collect and use Personal Data?**

When you visit SIPL's website, SIPL may collect or analyse anonymised information from which individual information will not be identified. The information collected may include the number of users and the amount of time they stay on our website, which countries they are from, and what mode of device they are currently using to view our website, as well as domain information that helps us to learn our client's profile and the frequency of viewing. We use this information to improve our website's content and navigation.

Some parts of this website may use cookies which enable us to track usage patterns, enforce security, and offer you customised content. A cookie is a small text file that our server places on your computer hard drive as a unique identifier.

Please note that our cookies do not have an expiration date and do not collect personally identifiable information.

You may disable the use of cookies by selecting the appropriate settings on your browser. This may however result in you being unable to experience the full functionality of the website.

**(8) How does SIPL protect your Personal Data?**

The Personal Data that we hold about you may be stored on servers in or outside Singapore and on cloud servers (owned by Microsoft). SIPL implements a variety of security measures to maintain the safety of your submitted information. All electronic storage and transmission of Personal Data is secured and stored on managed servers with controlled access and appropriate security technologies.

Although every reasonable effort has been made to ensure that all Personal Data will be protected, SIPL cannot be responsible for any unauthorised use or misuse of such information and damage arising from risks which are inherent in all internet communications.

Your Personal Data will only be disclosed for the express purpose of delivering the service requested and shall not be sold, nor shall it be disclosed to any other company for any other reason whatsoever without your consent.

**(9) Links to third party websites from SIPL's website**

Our websites may contain links to other external websites. We are not responsible for the privacy policies and practices of these websites taken care of by third parties. We strongly encourage you to check the privacy policy of each website that you visit. Some of these third-party websites may have our logo or trademark acknowledged on their website. However, these websites are not operated and maintained by us. Please contact the owner of the respective websites should you have any questions on their privacy policies.

**(10) Access and Correction of Personal Data**

Please contact us via [dpo@siww.com.sg](mailto:dpo@siww.com.sg) should you wish to have access to or seek to update, correct or withdraw the consent to collect and use your Personal Data. Your email should identify yourself and state which Personal Data and information about its use and/or disclosure is requested.

**(11) Further Information**

If you are concerned about the handling of your Personal Data, or if you have any complaints or queries related to your Personal Data or our Privacy Policy, please contact SIPL's Data Protection Officer at [dpo@siww.com.sg](mailto:dpo@siww.com.sg).

SIPL reserves the right to change this Privacy Policy with or without notice from time to time.