

InPrEP Privacy and Data Protection Policy

InPrEP Pte. Ltd. (“**INPREP**” or “**us**” or “**our**” or “**we**”) recognizes the importance of the personal data you have entrusted to us. This Privacy Policy is to inform you how we manage, collect, use, disclose and process personal data in accordance with the Personal Data Protection Act 2012 (the “**PDPA**”). If you reside in the UK or Europe we will manage, collect, use, disclose and process personal data in accordance with the General Data Protection Regulation 2016/679 and similar European and UK data protection and data security laws (the “Data Protection Laws”).

1. Personal Data

1.1 “personal data” means data, whether true or not, about an individual who can be identified from that data, or from that data and other information to which we have or are likely to have access. Depending on the nature of your interaction with us, examples of such personal data which we may collect from you include your name, contact details (for example your postal addresses, email addresses or telephone numbers), student identity number or organization name.

2. Collection, Use and Disclosure of Personal Data

2.1 Generally, INPREP collects your personal data (a) when you (or your “**authorised representative**”) submit form relating to abstract/paper submission through our website(s) or (b) when you (or your “**authorised representative**”) register for our events (for example but not limited to seminars, workshops and/or conferences) through our website(s). If any individuals contact us, we may keep a record of that contact.

2.2 We will/may use and/or process your personal data for one or more of the following purposes:

- (a) To review your abstract(s)/paper(s) for presentation in our events;
- (b) To facilitate, administer, process, deal with and/or manage your application for and/or involvement in our events;
- (c) To deal with, process and/or administer your registration for and/or payment of our events;
- (d) For identification and verification purposes in connection with your registration for our events;
- (e) To contact you via various modes of communication such as phone/voice call, email and/or postal mail for the purposes of managing your application for our events. You acknowledge and agree that such communication by us could be by way of the mailing of correspondence, documents or notices to you, which could involve disclosure of certain personal data about you to bring about delivery of the same as well as on the external cover of envelopes/mail packages;
- (f) To promote or send out the marketing brochures of the future event(s) corresponding to the event(s) you have participated or registered for;

2.3 We do not disclose personal data to third parties. We may/will need to disclose your personal data to the organizer(s) of our event(s) for one or more of the above purposes (*clause 2.2*). The information of the organizer(s) will be published on our website(s). In this regard, you hereby acknowledge, agree and consent that we may/are permitted to disclose your personal data to such organizers (**whether located within or outside Singapore**) for one or more of the above purposes (*clause 2.2*).

3. Access to and Correction of Personal Data

- 3.1 Upon request, we will provide the individual with access to their personal data or other appropriate information on their personal data in accordance with the requirements of the PDPA.
- 3.2 If you wish to make a correction request to correct/update any of your personal data which we hold about you, you may submit your request via email to our officer at the contact details provided below.
- 3.3 We reserve the right, or may, charge a reasonable fee for the processing of these requests. If so, we will inform you of the fee before processing your request.
- 3.4 We will respond to your request within thirty (30) days via email after receiving your request. 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).

4. Withdrawing of Consent

- 4.1 The consent that you provide for the collection, use and disclosure of your personal data will remain valid for **three (3) years** from the end date of the event(s) you registered for. If you wish to withdraw your consent, you can do so by submitting your request via email to our officer at the contact details provided below.
- 4.2 Upon receipt of your request, we will cease using and/or disclosing your personal data for any or all of the purposes listed above unless it is permitted or required under applicable laws.

5. Protection of Personal Data

- 5.1 We take appropriate action to safeguard your personal data. We have introduced proper security measures such as up-to-date antivirus protection, encryption using SSL technology and disclosing personal data both internally and to event organizer(s) only on a need-to-know basis.
- 5.2 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 personal data and are constantly reviewing and enhancing our information security measures

6. Retention of Personal Data

- 6.1 We will cease to retain your 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. Data Protection Officer

7.1 If you wish to make any request, or if you have any concerns or feedback on our privacy and data protection policy, please write to:

The Data Protection Officer

InPrEP Pte. Ltd.

334 Kang Ching Road

#03-254

Singapore 610334

Email: general@inprep.sg

INPREP reserves the right to amend this Policy at any time without any prior notice. You may determine if any such revision has taken place by referring to the date on which this Policy was last updated. Your continued use of our services constitutes your acknowledgement and acceptance of such changes.

Effective date:

27th October 2018

Last updated:

27th October 2018