

SOTHYS SINGAPORE PTE LTD DATA PROTECTION POLICY



Dated: 27th June 2014

This data protection policy is to inform you of how SOTHYS Singapore Pte Ltd (SOTHYS) manages Personal Data collected which in compliance with Singapore Personal Data Protection Act (2012). We hope you can take a moment to know and understand the purposes for which we collect, use or disclose your personal data.

By interacting with us, submitting information to us or signing up products and/or services with us, you have agree and consent to SOTHYS Singapore Pte Ltd to collect, use or disclose your personal data set forth in this data protection policy.

SOTHYS Singapore Pte Ltd will review and update this data protection policy regularly to ensure that the personal data collected is in line with changes in legal or regulatory requirements. Please check back regularly for updated information.

1. Collection of Personal Data

In view of our marketing effort and activities, the following personal data will be collected from you via hard copies or electronic means:

- Name
- NRIC
- Mobile Telephone Number
- Personal Email Address
- Mailing / Residential Address
- Photograph or video image of an individual

In general, the personal data will be collected in the following ways:

- When you submit an enquiry via SOTHYS' online form, facebook or email;
- When you interact with SOTHYS' customer service via telephone calls, letters, emails;
- When you participate in SOTHYS' contest, events, lucky draw, promotions;
- When you request to be included in SOTHYS' mailing list or be updated with SOTHYS' newsletter, latest updates;
- When we seek information from third parties that you may have connection with; and
- When you submit your personal data to us in any form for any other reasons.

If you provide us with data related to your spouse, children, parents, and/or employees, you have obtained the consent of third party to provide us with their personal data for intended purposes by submitting the information to SOTHYS.

You have to ensure that the information provided to SOTHYS is complete, accurate, true and correct at the point of provision.

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2. Use and Disclosure of Personal Data

Generally, SOTHYS collects, use or disclose your personal data for the following purposes:

- Updating you with SOTHYS' latest information, promotions, events or activities;
- Responding to your queries and requests;
- Resolving complaints and handling of request and enquiries
- Conducting market research and surveys to enable us to understand our clients' demographics, preferences to improve our services and your experience and create better promotions for you;
- Administering and organizing contests, events, competitions and other marketing campaigns.

If you have provide SOTHYS with your Singapore telephone number and consent to receive SOTHYS' marketing or promotional information via your Singapore telephone number, SOTHYS will contact you to provide you with information on SOTHYS' marketing or promotional information. Personal Data held by SOTHYS will be kept confidential in accordance with this privacy notice pursuant to Singapore Personal Data Protection Act (2012).

3. Retention of Personal Data

In the event that the personal data collected is no longer required for intended purposes, SOTHYS will securely destroyed all hard copies or electronic records of personal data. All personal data collected will not be transferred to a country or territory outside Singapore unless the standard of protection accorded to the data transferred is comparable to the protection under the PDPA.

4. Withdrawal of consent, access or correction of Personal Data

In the event of:

- any enquiries or feedback relating to your personal data or Sothys Singapore Pte Ltd Data Protection Policy;
- withdrawal of consent to any use of your personal data; or
- access or make correction of your personal data, you can contact Sothys Singapore Pte Ltd via email at marketing@sothys.com.sg or write in to:

Data Protection Officer
Sothys Singapore Pte Ltd
41 Kallang Pudding Road
#03-01 Golden Wheel Building
Singapore 349316

Any changes or access to your personal data will be updated or issued within 30 days of your request.

Thank you.

For and on behalf of **SOTHYS Singapore Pte Ltd**