

Data Protection Notice

PrimeTime Business and Professional Women's Association (hereafter "PrimeTime" or "we") respects your privacy and right to protect your personal data. In Singapore, personal data is protected under the Personal Data Protection Act 2012 ("PDPA") and we are committed to safeguarding your data in accordance with the Act.

This notice sets out how we collect and process your personal data when we interact with you.

Definitions

Member – any individual who has registered for an ordinary, overseas, alumni or corporate membership with PrimeTime.

Volunteer – any individual who is a PrimeTime member and contributes time and expertise to run the Association.

Guest – any individual who is not a PrimeTime member and attends an event organised by PrimeTime.

Website and social media - <https://primetime.org.sg/> and/or [LinkedIn](#), [Facebook](#), [Instagram](#) and [Twitter](#).

Users of our website or social media – any individual who uses our website and/or LinkedIn and/or Facebook groups and is not yet represented in one of the other categories above such as but not limited to individuals from partner organisations or service providers.

1. How we collect your personal data

We collect personal data in the following ways:

- From visitors of our website who complete an online enquiry via our contact form;
- From our guests (non-members) when they register for an event organised or co-organised by us or when you attend or participate in such events as a member, guest, participant, delegate, guest speaker or otherwise;
- From our partners when entering into a partner relationship;
- From our members when registering as a new member on our website;
- From applicants for volunteering opportunities (who must be members) when applying for a role as a volunteer within PrimeTime;
- From our Board Members (who must be members) during the nomination process or, as required, in the course of a Board Term.

If at any time you do not wish to provide some data that we ask you for, please inform us immediately. We will get in touch with you and explain why we collect your data and discuss with you whether or not we can proceed without it should you still not wish to provide your personal data.

2. How we collect and use your personal data

Your personal data may be processed by us for the following purposes:

Enquiries via our Website, Emails or otherwise

If you visit our website, we do not collect any data from you that would allow us to identify you as an individual. If you submit an enquiry via our contact form on our website, email or otherwise, we will use your personal data to communicate with you and respond to your enquiry or adding you to our mailing list, respectively.

Attending events (for guests and members)

When you register for one of the events that we organise or co-organise, we will use your personal data to register you, manage your attendance and to follow up with you after the event to seek your feedback.

Partner relationships

When entering into a partner relationship with PrimeTime, the processing of your personal data is required to take necessary steps prior to entering into an agreement with you as well as to administer and carry out the terms of such agreement after its signing.

PrimeTime membership

When you sign up as a member you provide personal data that will reside in our members' directory. By registering as a member you provide your consent and acknowledge that the data you post in the directory will be accessible to all PrimeTime members and may be used for individual contact (PrimeTime to member, member to member – to inform you of our events or co-organised events, or to collect your feedback) to connect, collaborate and contribute which is at the heart of what we do at PrimeTime.

Applicants for a role as a volunteer

When you apply for a role as a volunteer (Co-Chair, Deputy, Board Member), we collect personal data from you solely for the purpose of evaluating your application. Such data will not be used for any other purpose and will be kept confidential.

Board Members

When you are elected as a Board Member of PrimeTime, we collect personal data from you that will be lodged with the Registry of Societies and, as needed, with other regulatory agencies and/or banking institutions as and only if required by the relevant agencies. Such personal data will be kept confidential and not be used for any other purpose.

3. Who we disclose your personal data to

Depending on your relationship with us, we may disclose your personal data to selected third parties:

- where such disclosure is required to deliver our service and perform our obligations in the course of or in connection with our partnership or contracts with you; or
- to third party service providers, agents and other organisations we have engaged to perform obligations in the course of or in connection with our partnership or contracts with you; or

Where we engage with third parties and disclose your personal data to them, we take reasonable steps to require such third parties to respect the security of your personal data and to treat it in accordance with applicable laws. We also take reasonable steps not to allow third parties to use your personal data for purposes other than the purposes specified above and in accordance with our instructions.

4. Consent & withdrawal of consent

We will only collect and process your personal data if you give, or are deemed have given, your consent to us collecting, using or disclosing that personal data or if the collection, use or disclosure of your personal data is required or authorised by law.

When we ask you to provide your consent to the collection, use and disclosure of personal data, we will inform you of the purposes of doing so. We will not use or disclose your personal data for any other purposes than those you consented to.

If we wish to collect, use or disclose your personal data for any additional purposes, we will first inform you of the purpose and obtain your consent.

In some instances, you are deemed to have consented to us collecting, using and disclosing personal data about you for a purpose:

- When you voluntarily engage with us on social media platforms, we deem that you have consented to us responding or reacting in return;
- When you apply for a role as Co-Chair or Board Member, we deem you consent to some basic personal data (name and picture) being included on our website to carry out your role as a volunteer;
- When you attend our events and photographs are taken for the Association, we deem that you consent to us using, reusing, publishing or re-publishing such photographs in whole or in part.

Whilst we respect your decision to withdraw your consent, please note that depending on the nature and extent of your request, we may not be in a position to help you achieve your fullest potential, process your application to become a volunteer or to register you for an event or programme. We will, in such circumstances, notify you before completing the processing of your request as outlined above. Should you decide to cancel your withdrawal of consent, please inform us in writing as described above.

Please note that withdrawing consent does not affect our rights to continue to collect and process personal data where such collection and processing without consent is permitted or required under applicable laws.

5. How we protect your personal data

We have taken reasonably appropriate measures to safeguard your personal data from accidental or unlawful destruction, loss or alteration, and unauthorised disclosure or access. In addition, we limit access to your personal data to employees and service providers on a need-to-know basis.

However, you should be aware 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 security measures.

6. Access and Correction

As a member, you can always access and correct your personal data at any time by logging into your member profile on our website. You can also send a request in writing (email) to our Data Protection Officer to ask:

- for the personal data about you that is in our possession or under our control, and
- how we have or may have used or disclosed that personal data in the last six months before the day of your request

To process your request, we may require you to provide proof of your identity. There may be circumstances under which we are not able to provide you with the information you ask for (e.g. when we are not allowed to do so). To find out more, you can contact our Data Protection Officer.

We may charge you a fee for providing you with access to your personal data or information about how we may have used or disclosed it. The fee will reflect only our incremental costs associated with responding to your request. Please contact our Data Protection Officer to ask for information about the fee.

7. Accuracy

We generally rely on the personal data that you (or your authorised representative) provided us with, e.g. when you complete your member profile on our website. In order to ensure that your personal data is current, complete and accurate, please inform any change directly via your member's account access or inform our Data Protection Officer in writing at the contact details provided below.

8. Protection

We take reasonable steps to safeguard your personal data that is in our possession or under our control from loss and unauthorised access, use, modification, disclosure or destruction, or similar risks.

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 reviewing and enhancing our information security measures on a regular basis.

9. Retention Limitation

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.

We cease to retain your personal data as soon as it is reasonable to assume that the purpose for which we collected that personal data is no longer being served by retention of the personal data and retention is no longer necessary for legal or business purposes.

10. Transfer Limitation

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 Personal Data Protection Act.

11. Openness

Data Protection Officer

You may contact our Data Protection Officer if you have any enquiries or feedback on our personal data protection notice and procedures, or if you wish to make any request. Please do so by writing to us at the following email address: secretary@primetime.org.sg

Complaints

If you have any queries or complaints about the way we collect, use or disclose personal data about you, you may contact our Data Protection Officer.

We will ensure your complaint is handled in a fast and appropriate way so that the result is satisfactory or acceptable to all parties. Our Data Protection Officer will contact you, conduct a thorough investigation and inform you of its outcome.

12. Changes to this Data Protection Notice

This Notice applies in conjunction with any other notices, contractual clauses and consent clauses that apply in relation to the collection, use and disclosure of your personal data by us.

We may revise this Notice from time to time without any prior notice. You may determine if any such revision has taken place by referring to the date on which this notice was last updated. Your continued use of our services constitutes your acknowledgement and acceptance of such changes.

Last update: 16 November 2020