



International Society for Knowledge Organization Singapore

Personal Data Protection Policy

The purpose of this Personal Data Protection Policy ("the Policy") is to inform you of the measures ISKO Singapore ("ISKO SG") takes to protect your personal data and the ways in which we collect, use, disclose and retain your personal data (whether now or in future) in order to fulfil and meet ISKO SG's activities and objectives. The Policy is intended to meet the requirements of the Personal Data Protection Act 2012 (Act No. 26 of 2012) ("the Act"). The Policy will be reviewed from time to time, taking into account feedback and reviews in our practices and procedures.

Terms & Conditions

- 1) For the purposes of the following paragraphs:
 - a) "personal data" shall have the same meaning as defined in the Act; and
 - b) "data subject" means a person whose personal data appears in any document filed in the Registry or an electronic cause book or register maintained by the Registry.

Consent to collection, use or disclosure of personal data

- 2) At present, ISKO SG does not collect personal data in connection with the use of its website. However, this may change in future. We may, at that time, collect personal data in connection with the purposes and objects of ISKO SG, which purpose and object may also change in future. Please take note.
- 3) Explicit consent to the collection, use or disclosure of personal data provided by the data subject in connection with the use of the ISKO SG website, if any, need not be obtained.
- 4) Notwithstanding paragraph 3) above, you agree that ISKO SG may collect, use and disclose your personal data, which you may have provided, for providing information or marketing material that you have agreed to receive in accordance with the Act and our data protection policy, and in accordances with the purposes and objects of ISKO SG.
- 5) The Policy does not apply to aggregated information which summarizes statistical information about users of our website, and which does not include name, contact information, or any other information that would allow any particular individual to be identified.



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- 6) If you are only browsing the ISKO SG website, we do not capture personal data that allows us to identify you individually. We collect personal data, unless otherwise prohibited by law, when you contact us, register with us or when you use ISKO SG services. In such circumstances, you may be required to furnish your personal data.

Sharing and Disclosure of your Personal Data

- 7) ISKO SG may share your personal data with selected partners, if necessary, who will be contractually obligated to maintain confidentiality, safeguard all information provided to them and to use the information disclosed to them only for ISKO SG's approved purposes and consistent with the conditions of any consent you have given.

Protection and Retention of your Personal Data

- 8) Your personal data will only be collected, used and disclosed, and retained for so long as is required to fulfil the purposes for which it was collected, or as may be required by law. When no longer required, your personal data will be destroyed, anonymized, pseudonymised or disposed of.

Access to personal data

- 9) A data subject who wishes to access his personal data provided by him in connection with the use of the ISKO SG website, if any, shall comply with ISKO SG's requirements for such access. For avoidance of burdensome administration costs, a data subject shall not be entitled to request information about the ways in which his personal data provided by him in connection with the use of the ISKO SG website, has been used or disclosed.

Withdrawal of consent

- 10) You may, at any time, withdraw your consent to the use and disclosure of your personal data for receiving information and marketing material by sending an email to this effect to iskosg@gmail.com.

Access, Accuracy and Correction of your Personal Data

- 11) We presume that your Personal Data is accurate and hence, we rely on you to ensure the accuracy of your Personal Data. Please note that we accept no responsibility for the accuracy of your Personal Data at any time and we do not accept any responsibility for updating the same, except through a written communication from you to this effect.

Links to Third Party Sites



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- 12) The ISKO SG website may contain links to other websites operated by third parties. We are not responsible for the privacy practices or policies of websites operated by third parties that may be linked to the ISKO SG website. Please check for yourself the privacy practices or policies of such third party websites.

If you have any query, request or feedback concerning your Personal Data or the Policy, please contact us through the following – iskosg@gmail.com