

PERSONAL DATA PROTECTION POLICY
OF
SINGAPORE INSTITUTE OF ARCHITECTS (SIA)
AND ITS SUBSIDIARIES
ACADEMY.SIA PTE LTD,
SIACAD PTE LTD,
SIA PRESS PTE LTD,



Version 1 (11 May 2022)

1.0 PURPOSE

- 1.1 The purpose of this document is to inform how SIA collects and manages Personal Data, subject to the Singapore Personal Data Protection Act.
- 1.2 By submitting information to SIA, you hereby agree and give consent to SIA and its subsidiaries, representatives and agents to collect, use, disclose and share your Personal Data for official purposes.
- 1.3 SIA may from time to time, update this Personal Data Protection Policy to ensure that it is consistent with SIA's objectives, developments in the industry and legal and/or regulatory compliances. You are advised to regularly refer to this policy for updates if any.

2.0 PERSONAL DATA

- 2.1 "Personal Data" refers to any data, true or otherwise, of an individual who can be identified from that data; or from that data and other information in our records.
- 2.2 "Personal Data" may include:
 - i. NRIC, passport or any other identification number
 - ii. Telephone number
 - iii. Mailing address
 - iv. Any other information that can identify you.
 - v. Any other information relating to other individuals related to you.

3.0 COLLECTION OF PERSONAL DATA

- 3.1 SIA collects Personal Data in the following ways:
 - i. When you submit application forms related to SIA membership, SIA Academy offerings (courses, seminars, webinars, conferences, conventions and online content) and employment.
 - ii. When we receive your Personal Data through business cards, emails or telephone calls.

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**SINGAPORE
INSTITUTE OF
ARCHITECTS**

79B Neil Road
Singapore 088904
tel: 6 2 2 6 2 6 6 8
fax: 6 2 2 6 2 6 6 3
email: info@sia.org.sg
web: www.sia.org.sg

GST REG. NO.: M9-0001281-J
G.N. No. 565 in Gazette No. 27

- iii. When you request that we contact you using your Personal Data that you have given to us.
- iv. When you respond to our offers, promotions and initiatives.
- v. When you submit your Personal Data for any other reason not stipulated above.

3.2 If you submit Personal Data of a third party (for e.g. spouse, children, parents, referees, acquaintances, etc.), it shall be deemed that you have obtained the consent of such a third party to provide such Personal Data to us.

4.0 PURPOSES FOR THE COLLECTION, USE AND DISCLOSURE OF PERSONAL DATA

4.1 SIA may collect, use and disclose Personal Data for the following purposes:

- i. Record keeping.
- ii. Processing applications for SIA Memberships.
- iii. Processing submissions for SIA Competitions and other SIA initiatives.
- iv. Processing applications for SIA Academy's offerings ((courses, seminars, webinars, conferences, conventions and online content).
- v. Applications of training grants and/or subsidies.
- v. Processing employment-related matters.
- vi. Transmission of marketing and promotional materials.
- vii. Organising events and initiatives.
- viii. Accounting, billing and auditing purposes.
- ix. Compliance to the law.
- x. Legal purposes, including but not limited to, obtaining legal advice and for dispute resolution.
- xi. Prevention, detection and investigation of any unlawful action such as a crime, fraud, breach and/or misconduct.
- xii. Transmitting Personal Data to third parties engaged by, or in collaboration with, SIA to facilitate any of the aforementioned purposes.

4.2 If you have provided us your telephone number, email address and/or any social media link and you have indicated your consent to receiving marketing and promotional materials via the aforementioned means, then SIA may contact you via telephone (including voice mails, texts and other means), email or on our social media platforms with our information regarding our business offerings (including promotions, events, discounts, etc.), announcements, events, news, updates and any other information.

4.3 If you wish to withdraw your consent to receive marketing or promotional materials, you must submit a formal withdrawal in writing to our Data Protection Officer. Upon receipt of your withdrawal of consent, we may take up to thirty (30) working dates to update our system. During this period, you may continue to receive marketing and promotional materials during this time.

5.0 DISCLOSURE OF PERSONAL DATA

5.1 SIA may disclose your Personal Data for the purposed listed above, to the following:

- i. SIA and its subsidiaries, and their employees.
- ii. Third parties, agents and contractors providing products and services to SIA and its subsidiaries.

- iii. Third parties, agents and contractors providing marketing and promotional services for SIA and its subsidiaries.
- iv. Commercial shops and retailers providing membership benefits, rewards, promotions and/or discounts.
- v. Banks and/or credit card companies and their agents.
- vi. Professional service providers to SIA and its subsidiaries, such as but not limited to, auditors and lawyers.
- vii. Relevant authorities, such as but not limited to, law enforcement agencies, ministries, statutory boards, agencies, regulators and their agents, to comply with the laws, regulations, rules, guidelines and schemes of such authorities.
- vii. Any other party authorized by you.

6.0 QUERIES OR WITHDRAWAL OF CONSENT

- 6.1 You may contact our Data Protection Officer for any of these matters:
- i. Queries regarding your Personal Data.
 - ii. Queries regarding our Personal Data Protection Policy.
 - iii. Withdrawal of your consent to use your Personal Data as stipulated in this Personal Data Protection Policy.
 - iv. Amendments or updates to your Personal Data in our records.
- 6.2 For the purposes aforementioned, you must submit your request to:
- Data Protection Officer
Singapore Institute of Architects
79A Neil Road
Singapore 088904*
- 6.3 Once you have submitted your withdrawal of your consent to use your Personal Data, SIA and its subsidiaries may no longer be able to continue to provide our products and services to you or administer any contractual requirements currently in place. This may in turn, result in the termination of any agreement with SIA or its subsidiaries, and you may be in breach of your contractual obligations therein. SIA and its subsidiaries expressly reserve all legal rights and remedies.
- 6.4 Notwithstanding your withdrawal of your consent to use your Personal Data, SIA may still be required by the relevant authorities to continue to provide your Personal Data to such relevant authorities in accordance with the laws, regulations, rules, guidelines and schemes of such authorities.

END OF DOCUMENT