

## COLLABORATION PLATFORM SERVICES' PRIVACY POLICY

### 1. ABOUT US

We, **Collaboration Platform Services Pte. Ltd.** (“we”, “us” or “CPS”), provide technology related solutions and services.

### 2. ABOUT THIS PRIVACY POLICY

We are committed to protecting and respecting your privacy.

This Privacy Policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us and our partners, so please read it carefully. By using our services, participating as a member or attending our events, you consent to your information being processed by us in the manner described in this Privacy Policy.

### 3. CHANGES TO THIS PRIVACY POLICY

We may change this Privacy Policy from time to time, to reflect changes at CPS, or for legal or regulatory reasons. Unless we are unable to do so, we will give you reasonable notice of any changes to this Privacy Policy, which may be by notifying you via email and/or by posting an updated version on our website.

### 4. HOW TO CONTACT US

Questions, comments and requests regarding this policy are welcomed and should be addressed to [venka@collaborationps.com](mailto:venka@collaborationps.com).

For information about how to obtain a copy of your personal information or how to update your personal information, please see section 13 below (access to your information and ensuring it is up-to-date).

Our data protection officer is Mr. Venka Pillay.

### 5. YOUR INFORMATION

#### 5.1 Business contact information

In many instances, the information we collect may be “business contact information” (i.e. your name, position name or title, business telephone number, business address, business email address or similar information, not provided solely for personal purposes). The Personal Data Protection Act does not apply to business contact information. However, CPS will use all reasonable efforts to observe the terms of this Privacy Policy in respect of business contact information. The protection of and respect to your information is important to us.

#### 5.2 What information do we collect about you?

We may collect and process the following information about you:

- 5.3 Your CPS account details and account information, including your contact details, username, password and any security questions and answers;
- 5.4 Information that you post our website or share with other users via CPS;
- 5.5 Any feedback you provide through CPS;

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- 5.6 If you are a speaker or an attendee at any of our events, we may collect information about your participation at our events (e.g. number of events spoken at/attended, type of events you speak at/attend);
- 5.7 Any correspondence between you and us;
- 5.8 Details of your visits to our website (including traffic data, location data, weblogs and other communication data and the resources that you access); and
- 5.9 Any other information you provide to us from time to time (e.g. CVs).

We also use cookies on our website to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and enables us to improve our website. If you would like to change the way website identify you, you should change the cookie settings in your browser settings.

## 6. HOW DO WE USE YOUR INFORMATION?

We may use your information in the following ways:

- 6.1 to provide our products and services, including inviting you to and organising events, providing news and updates and reports about events, sending you our printed publications, providing general news and information about our business that we think will interest you;
- 6.2 to facilitate communication between you and CPS;
- 6.3 to deal with your requests and enquiries, and to provide you with information about our products, services, activities or content;
- 6.4 to process the registration and maintenance of your account with CPS;
- 6.5 to personalise the way in which our website, products and services are presented to you, including to ensure that content of our website, products and services are presented in the most effective manner for you and for your device;
- 6.6 to analyse your use of our products and services;
- 6.7 to carry out our obligations arising from any contracts entered into between you and us;
- 6.8 to investigate any breach of our Terms and Conditions by or relating to you;
- 6.9 to allow you to participate in interactive features of our website; and
- 6.10 to notify you about changes at CPS.

## 7. WHEN WILL WE CONTACT YOU? AND WHAT IF YOU WANT TO UNSUBSCRIBE?

We will only contact you if we have your consent to do so. We will normally obtain your consent when you become a customer strategic partner of CPS.

For existing and new customers strategic partner of CPS, when we contact you, we will provide you with an unsubscribe facility, in case you decide that you do not want to be contacted again. You should follow the instructions which are included when we contact you, if you wish to unsubscribe from future messages.

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## **8. WILL WE SHARE YOUR INFORMATION WITH THIRD PARTIES?**

We may disclose your information to third parties:

- 8.1 where partners help us in the administration or operation of our organisation (e.g. our hosting/back-up service providers, our IT service providers, our resellers, our strategic marketing partners and our marketing service providers); and
- 8.2 if we are under a duty to disclose or share your personal information in order to comply with any legal or regulatory obligation, or in order to enforce or in complying with our obligations under our terms and conditions or other agreements; or to protect our rights, property, or safety or that of other users or third parties.

## **9. THIRD PARTY SERVICES**

We may provide you with links to and/information about websites and services operated by third parties. If you follow a link to any of these websites or services, please note that these websites or services may have their own policies and will not be subject to this Privacy Policy. We do not control such third party websites or services and are not responsible for their contents.

## **10. TRANSFERRING INFORMATION OUTSIDE OF SINGAPORE**

Where our partners who help us in the administration or operation of our organisation are based in other locations, your information may be transferred outside of Singapore. We will work with any such third parties to make sure they have reasonable security arrangements in place. We may also transfer your information outside of Singapore in relation to business opportunities but we would only do this with your consent.

## **11. HOW DO WE PROTECT YOUR INFORMATION?**

The security of your information is important to us. We maintain appropriate and reasonable security arrangements to prevent unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks. However, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal information, we cannot guarantee the security of your personal information provided to us via the Internet, and any transmission is at your own risk.

## **12. FOR HOW LONG IS YOUR INFORMATION RETAINED?**

We will only hold your information for as long as is necessary for the purposes described in this Privacy Policy or in our terms and conditions, or for legal or business purposes.

## **13. ACCESS TO YOUR INFORMATION AND ENSURING IT IS UP-TO-DATE**

If you would like a copy of some or all of the information we hold about you, please contact us at [venka@collaborationps.com](mailto:venka@collaborationps.com).

We want to make sure that your information is accurate and up-to-date. You may ask us to correct or remove information you think is inaccurate by contacting us at [venka@collaborationps.com](mailto:venka@collaborationps.com).