

The Management Development Institute of Singapore Pte Ltd and its group of companies (MDIS), adheres to the Personal Data Protection Act 2012 (PDPA) which was passed in Parliament in October 2012 (Act 26 of 2012).

This policy applies to MDIS and its group of companies outlines our obligations and practices in handling of the Personal Data which MDIS collect and hold about our stakeholders be it our members or students and all others who come into contact with us across all touch points including prospective students.

MDIS will adhere to the Do Not Call (DNC) Registry, which allows individuals to choose to opt out from receiving telemarketing messages in the form of SMS or MMS. PDPA will be implemented in phases and come into full force by July 2014.

With the act in place, telemarketing messages, via voice calls, text messages and/or fax messages, will only be sent to:

- Consenting Singapore telephone numbers whom have registered with the relevant DNC Register(s); and
- Consenting individuals who have acknowledged and agreed to receive the telemarketing messages.

### **Personal Data**

MDIS does not collect any personal data about you on our website unless you provide the consensus. When providing your personal data to us, please ensure that it is accurate and complete.

Your personal data is collected when you use the services offered on the MDIS website (the “Services”), enter into a transaction for such services permitted under the law or provide us with your feedback, programme enquiry, overseas study inquiry and/or general inquiry. MDIS will only use or disclose the transaction that has been entered with us as by using or transacting the services or providing us with your feedback, you consent and agree that MDIS may do the forgoing.

### **Purpose of Use**

When MDIS has been provided with the data, MDIS will generally use the data to reply to your feedback, answer your questions with regards to the programme inquiries and respond to the general inquiry.

MDIS does not sell or market the personal data to third parties.

In lieu of the notification obligation, MDIS shall notify you if any collection, usage or disclosure of personal data is being made prior to the release and usage for purposes additional to that stated in this Personal Data Protection Policy. MDIS will only collect, use or disclose the personal data for such additional purposes upon consent.

### **Purpose Limitation**

MDIS shall collect, use or disclose the personal data only for the purposes disclosed unless the disclosure of the personal data is made in the following circumstances

- a) Where the disclosure is permitted by you;
- b) Where the disclosure is permitted and/or pursuant to this Personal Data Protection Policy and/or under the particular terms of the contract governing the transaction that has been entered with MDIS and is reasonably appropriate in the circumstances;
- c) Where the disclosure is necessary under the law or to prevent fraud or to protect any personal safety, right or property, we may at our discretion, disclose your personal data to any appropriate investigative third party; and/or

- d) In the event that MDIS employs the other companies to provide services for us in connection with the Services on your feedback.
- e) In the event MDIS believes that you are involved in any illegal or harmful conduct, or if MDIS is required or permitted to do so by law or by regulatory authorities, or if MDIS believes that the disclosure is necessary under the law or to prevent fraud or to protect personal safety, right or property, MDIS may at our discretion disclose personal data to any appropriate investigative third party.

### **Security**

MDIS has put in place security procedures, technical and organisational measures to protect the personal data against accidental or unlawful destruction, loss or alteration and against unauthorized disclosure or access.

### **Personal Data Protection Officer and Your Feedback**

MDIS has appointed a Personal Data Protection Officer to ensure that it complies with the Personal Data Protection Act of Singapore.

If you have any queries relating to MDIS' policies relating to the Personal Data Protection Act of Singapore, please contact MDIS's Personal Data Protection Officer by email or phone.

Email: [mdis\\_pdpa@mdis.edu.sg](mailto:mdis_pdpa@mdis.edu.sg)

Contact: **6796 7130**

For general inquiries and feedback relating to MDIS policies, you should expect a reply within **one(1) working day** of MDIS receiving the feedback. For other feedback requiring further investigations and/or evaluations, MDIS will reply within **three(3) working days** of MDIS receiving the feedback.

MDIS regularly reviews and updates the MDIS Personal Data Protection Policy. Whenever MDIS updates the Personal Data Protection Policy, the latest version would be available on this website. Please check this space regularly to keep up-to-date with MDIS's Personal Data Protection Policy.

### **Withdrawal of Consent to Receive Telemarketing Messages**

Individuals whom initially agreed to receive the telemarketing messages are required to follow the procedures listed to remove or withdraw from receiving any telemarketing messages.

1. Complete the Notice of Withdrawal for it to be processed by MDIS.
2. Send the duly completed Notice of Withdrawal of Consent to MDIS, by scanning a copy of the Completed Notice of Withdrawal of Consent and return it to [mdis\\_pdpa@mdis.edu.sg](mailto:mdis_pdpa@mdis.edu.sg)
3. Upon receiving the email of the completed Notice of Withdrawal of Consent, MDIS will cease to send telemarketing messages via any means; **five(5) working days** from the date of notice.