

PRIVACY POLICY

At RED EVENTS PTE LTD we are committed to safeguarding and preserving your personal data. This Data Protection Policy ("Policy") sets out the basis which RED EVENTS may collect, use, disclose or otherwise process personal data that you provide us in accordance with the Personal Data Protection Act ("PDPA").

By using the Site, you agree to the collection and use of information in accordance with this policy.

1. How We Collect Your Personal Data

We collect your personal data when you:

- Enter into an agreement or contract with us to provide you with our consultancy and advisory services
- Interact with our customer service officers, for example, via telephone calls, letters, face-to-face meetings, social media platforms and emails;
- Visit our websites (including our social media platforms) and leave behind your contact information through our website.

2. Types of Personal Data We Collect About You

- Your name, telephone number(s), mailing address, email address and any other information relating to you which you have provided us in any forms you may have submitted to us, or in other forms of interaction with you;

3. How We Use Your Personal Data

We use the personal data you provide us for one or more of the following purposes:

- To provide professional services to you;
- To respond to, processing and handling your queries, feedback and suggestions;
- All other purposes related to our business.

4. Who We Disclose Your Personal Data To

We do not disclose personal data to third parties except when required by law, when we have the individual's consent or deemed consent or in cases where we have engaged third parties such as data intermediaries or subcontractors specifically to assist with our firm's activities. Any such third parties whom we engage will be bound contractually to keep all information confidential.

5. How We Ensure the Accuracy of Your Personal Data

We generally rely on personal data provided by you (or your authorised representative). In order to ensure that your personal data is current, complete and accurate, please update us if there are changes to your personal data by informing our Data Protection Officer in writing or via email at the contact details provided below.

6. How We Protect Your Personal Data

To safeguard your personal data from unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks, we have introduced appropriate administrative, physical and technical measures such as up-to-date antivirus protection, and disclosing personal data to our authorised persons only on a need-to-know basis.

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 constantly reviewing and enhancing our information security measures.

7. How You Can Access and Make Correction to Your Personal Data

You may write in to us if you wish to make (a) an access request for access to a copy of the personal data which we hold about you or information about the ways in which we use or disclose your personal data, or (b) a correction request to correct or update any of your personal data which we hold about you

Before we accede to your request, we may need to verify your identity by checking your NRIC or other legal identification document. Please note that a reasonable fee may be charged for an access request. If so, we will inform you of the fee before processing your request.

8. How You can withdraw the consent

If you wish to withdraw consent, you should give us reasonable advance notice. We will advise you of the likely consequences of your withdrawal of consent, e.g. without your personal contact information we may not be able to inform you of future services offered by us.

Please note that withdrawing consent does not affect our right to continue to collect, use and disclose personal data where such collection, use and disclose without consent is permitted or required under applicable laws.

9. How We Retain Your Personal Data

We will cease to retain personal data, as soon as it is reasonable to assume that the purpose for collection of such personal data is no longer being served by such retention, and such retention is no longer necessary for legal or business purposes.

10. Transfer of Personal Data

Where there is a need to transfer your personal data to another country outside Singapore, we will ensure that the standard of data protection in the recipient country is comparable to that of Singapore's PDPA. If this is not so, we will enter into a contractual agreement with the receiving party to accord similar levels of data protection as those in Singapore.

11. Contacting Us

You may contact our Data Protection Officer if you have any enquiries or feedback on our personal data protection policies and procedures, or if you wish to make any request, in the following manner:

Email Address : faye.handley@redevents.com.sg

12. Changes to this Data Protection Notice

As part of our efforts to ensure that we properly manage, protect and process your personal data, we will be reviewing and amending our policies, procedures and processes from time to time. You are encouraged to visit the above website from time to time to ensure that you are well informed of our latest policies in relation to personal data protection.

Last updated: 20 August 2020