



PERSONAL DATA PROTECTION POLICY

Your privacy and the protection of your personal data is important to us. We will collect, use or disclose personal data for reasonable purposes only if there is consent or deemed consent from you and information on such purposes have been notified. This policy statement sets out the basis on which personal data we collect from you, or you provide to us, will be processed by us.

1. Personal Data

In this Personal Data Protection Policy, "Personal Data" refers to any data, about an individual who can be identified from that data or from other information to which we have or are likely to have access, including data in our records as may be updated from time to time.

Examples of such Personal Data include the individual's name, NRIC number or FIN, passport number, photograph, contact number, mailing address, email address, employment details and history, education qualifications, billing and payment details and any other information relating to any individual provided to us by an individual or their agent/representative.

2. Collection, Use or Disclosure of Personal Data

We collect personal data when you (or your representative) submit forms or applications to us, email or call us and/or when you visit our office or properties. We may use your personal data to fulfil the purpose for which it was collected, or as required or permitted by applicable laws, and such collection, use and/or disclosure has to be necessary and reasonable.

If you provide us with any personal data relating to a third party (such as family member, friend, colleague, employee etc), by submitting such information to us, you represent and warrant to us that they have read and understood this Personal Data Protection Policy and that you have obtained the requisite consent of such third party and/or are authorized to provide us with such personal data for the relevant purposes contained in this Personal Data Protection Policy.

In order to conduct our business operations and services smoothly, we may also be disclosing the personal data you have provided to us to our third party service providers, agents and/or our affiliates or related companies, and/or other third parties whether in Singapore or outside of Singapore.

We have developed and implemented policies and practices to comply with the provisions of the Personal Data Protection Act 2012 ("the PDPA"). We reiterate that the submission of your personal data is voluntary and you agree that your consent will remain in place until you withdraw it.

3. Access and Correction of Personal Data

You have the right to access and correct your personal data held by us (subject always to certain exemptions). We will make our best effort to ensure your personal data is accurate and up to date. Therefore we ask that if there are changes to your information you should notify us directly. Upon request, we will correct an error or omission in your personal data that is in our possession or control in accordance with the requirements of the PDPA.

To make an Access Request, please write to the Data Protection Officer, Gallant Venture Ltd, 3 HarbourFront Place, #16-01, Singapore 099254. We will respond to requests made by you to correct any error or omission in your personal data as soon as practicable. You agree that Gallant Venture Ltd may impose a modest charge to cover the costs of complying with such requests.

Please note that we will not however entertain any trivial, frivolous or vexatious requests, or any other unreasonable requests of which the burden or expense of providing access would be unreasonable to us or disproportionate to our services.

4. Accuracy and Protection of Personal Data

The Data Protection Officer will ensure that all personal data shall be protected against any unauthorized access, collection, use, disclosure, copying, modification, disposal or similar risks. They shall also make a reasonable effort to ensure that all personal data collected by us is accurate and complete.

5. Withdrawal of consent

Should you wish to withdraw your consent for any of the purposes stated, you may do so by sending us a notice ("Withdrawal Notice") to the Data Protection Officer at the postal address stated above, providing us both your name and identification number, and the purpose that you would like to withdrawn from.

6. Retention of Personal Data

We may retain your personal data for as long as it is necessary to fulfil the purpose for which it was collected, or as required or permitted by applicable laws. We will cease to retain your personal data, or remove the means by which such data can be associated with you, as soon as it is reasonable to assume that such retention no longer serves the purpose for which the personal data was collected, and is no longer necessary for legal or business purposes.

7. Governing Law

This Personal Data Protection Policy shall be governed in all aspects by the laws of Singapore.