

## SNEF's Personal Data Protection Policy (“Policy”)

1. SNEF collects Business Contact Information for membership purposes and for Business to Business purposes and activities.
2. Occasionally, however, we may collect Personal Data (e.g. NRIC number, Date of Birth and contact details) from individuals or companies dealing with SNEF (e.g. training course attendees, government grant applicants and research survey participants).
3. At SNEF, we are committed to protecting the privacy of personal data collected and complying with our obligations under the Personal Data Protection Act 2012 (PDPA).

### How we collect Personal Data

4. We may collect Personal Data for the purposes set out in paragraph 5 below and in the following (non-exhaustive) manner:

- + when you submit an application form or other forms (whether physically or electronically) to us;
- + when you interact with our employees, for example, via telephone calls, letters, face-to-face meetings and emails;
- + when you use some of our services, for example, websites and applications including establishing any online accounts with us;
- + when you request that we contact you, be included in an email or other mailing list;
- + when you sign up for our events and training courses, or participate in our survey questionnaires or apply for government schemes administered by us;

- ✚ when you are contacted by, and respond to, our employees to update the membership information of your company;
- ✚ when you submit your Personal Data to us for purposes and reasons which shall be specified and highlighted to you in any additional and/or ancillary document/requests to be provided to you for the purposes of such data collection/submission.

### **Why we collect Personal Data**

5. We collect and use the Personal Data to send you updates on our latest news and activities. Some of the Personal Data provided may also be collected and used for market research and data analysis purposes, to administer and facilitate courses and programmes organised by SNEF, to process and administer the training grants or government schemes you have applied for, or to update the status of your company's membership with SNEF.

### **Who we disclose Personal Data to**

6. We may disclose Personal Data to other third parties where necessary for the purposes listed or otherwise required or allowed by law. These third parties include government agencies, our employees, our affiliates, agents, partners or third-party service providers in events and training courses, and where your company is a member of SNEF, your company's appointed SNEF representative.

7. Government agencies to whom we may disclose Personal Data include the Ministry of Manpower (MOM), the Enterprise Singapore (ESG), the Health Promotion Board (HPB), the SkillsFuture Singapore (SSG), the Workforce Singapore (WSG) just to name a few.

### **Consent**

8. This Policy has been prepared by SNEF to explain how we will collect, use and disclose Personal Data. SNEF respects the privacy of individuals and recognises the

importance of the personal data you have entrusted to us and believe that it is our responsibility to properly manage, protect, process and disclose your personal data. We will collect, use and disclose your personal data in accordance with the Personal Data Protection Act 2012.

9. An individual is deemed to consent to the collection, use or disclosure of personal data by SNEF for the purposes set out in paragraph 8 above if the individual voluntarily provides the personal data to SNEF and the individual is aware of the use or disclosure and it is reasonable to do so.

10. If you are providing someone else's Personal Data on their behalf, you hereby represent and warrant that you have obtained the consent of that individual for the collection use and disclosure of their personal data to SNEF in accordance with the terms of this Policy. If the individual has not in fact consented to the provision of their Personal Data to SNEF, you must inform us immediately.

11. Please note that if you do not consent to SNEF's collection, use and disclosure of your Personal Data, this may affect our ability to provide you with our products and services.

### **Access to Personal Data and Complaints**

12. Individuals may ask to access the Personal Data we hold, withdraw their consent for the collection, use or disclosure of their Personal Data or seek correction of their Personal Data by contacting our Data Protection Officer ("DPO"). Any other enquiries or complaints in relation to the collection, use, disclosure and care of Personal Data should also be made to the DPO via the following:

Phone: 6290 7633

Email: [dpo@snef.org.sg](mailto:dpo@snef.org.sg)

By post:      Data Protection Officer  
                 Singapore National Employers Federation  
                 60 Paya Lebar Road  
                 #13-45 Paya Lebar Square (Lobby 2)  
                 Singapore 409051

13.      Please note that we may update this Policy from time to time and amend it to reflect changes in law or our business. You may review the Policy at our website at [www.snef.org.sg](http://www.snef.org.sg) to stay informed on how we are protecting your personal data.

