

## **IMPORTANT INFORMATION ON PERSONAL DATA PROTECTION**

As we may hold and transmit Personal Data (as defined in the Personal Data Protection Act) in the course of us providing our services to you, we would like to assure you, our valued student, that we have taken such necessary steps to ensure that we are in compliance with our obligations under the PDPA, which came into full effect on 2 July 2014.

Please read this collection statement carefully. Where you provide us with your personal information in person, by email, through our website or via any other method, you consent to the collection and use of this personal information by the International Management & Sports College Pte Ltd in accordance with this statement and our privacy policy available on our website ([www.imsc.edu.sg/privacy-statement](http://www.imsc.edu.sg/privacy-statement)).

<b>1. WHAT IS THE INTERNATIONAL MANAGEMENT &amp; SPORTS COLLEGE</b>
International Management & Sports College Pte Ltd is a private education institution registered under the Committee for Private Education in Singapore (Reg No: 200305869C).
<b>2. COLLECTING YOUR PERSONAL INFORMATION</b>
<ul style="list-style-type: none"> <li>a. We may collect your name, e-mail address, postal address and telephone number, details of your current and previous employment history, work performance, education and training and we may retain a record of your correspondence with us.</li> <li>b. There may be occasions when IMSC will source personal information from an external third party (e.g. your previous employer and referees), or from a publicly available source. You consent to the collection, use or disclosure of your personal data for the purposes of our carrying out checks with any previous employers, academic institutions or other references you may provide.</li> <li>c. Without prejudice to the preceding sentence, we will take reasonable steps, where practicable, to inform you that we have or intend to collect personal information from the third party.</li> </ul>
<b>3. PURPOSE OF PERSONAL INFORMATION</b>
<p>We may use your information for:</p> <ul style="list-style-type: none"> <li>a. <b>Provisioning &amp; administration of services</b> <ul style="list-style-type: none"> <li>• Process your requests / application</li> <li>• Enable us to process bills and payments</li> <li>• Respond to enquiries and requests from you or people you have authorised</li> <li>• Conduct market research and learner satisfaction surveys to improve our customer service; develop new products, as well as personalise the services we offer you</li> <li>• We will gather and utilise such individual data provided to us for the sole purpose of satisfying those reasons indicated by us and for other good purposes, unless we get the assent of the individual concerned or as required by law. In that regard, we may communicate your personal data to business partners and vendors we work with to deliver services you have subscribed to</li> </ul> </li> <li>b. <b>Sharing of rewards and benefits</b> <ul style="list-style-type: none"> <li>• Offer rewards and promotions, and share promotional benefits and loyalty programmes which you may qualify for</li> <li>• Provide updates, offers, invitations to events and deliver relevant advertising, to the extent permitted under local laws and regulations</li> </ul> </li> <li>c. <b>Legal &amp; regulatory requirements</b> Meet legal, regulatory and other requirements including providing assistance to law enforcement, judicial and other government agencies.</li> </ul>
<b>4. PURPOSE OF PERSONAL INFORMATION</b>
<ul style="list-style-type: none"> <li>a. Personal information may be obtained through our websites (e.g. when you submit your application) or via one of our consultants (when you send them your application or discuss any potential application to enroll into any of our programmes with them).</li> <li>b. Although we do not make it compulsory to give us every item of information we ask for, the more information you volunteer (and the more accurate it is), the better we can tailor our services to your needs. If the Personal Information we have requested is not collected, we may not be able to provide the relevant consultation on the appropriate programmes, or other related services to you.</li> <li>c. We may occasionally contact you with information about some of our other courses/workshops/events that we feel may be of interest to you. This will only come from the College and only if you have not objected.</li> </ul>
<b>5. DISCLOSURE OF PERSONAL INFORMATION</b>
<ul style="list-style-type: none"> <li>a. We may use and disclose your personal information (including to trusted third parties) for the purposes for which it is primarily held or for a related or ancillary secondary purpose.</li> <li>b. We may: <ul style="list-style-type: none"> <li>• for the purposes of enrolling you into the relevant academic courses or programmes - pass your personal information to our employees or other parts of our College and to other individuals and companies who assist us in supplying our services or who perform functions on our behalf (e.g. third parties where we have retained them to provide services that you or our students have requested such as medical check-up);</li> <li>• disclose or transfer your personal information to third party academic partners that we may be working with, or where you have otherwise agreed we may disclose it;</li> <li>• disclose your personal information to third parties who perform functions on our behalf and who also provide services to us, such as professional advisors, and professional accountants and other contractors</li> </ul> </li> </ul>

