



pdpc

PERSONAL DATA PROTECTION
COMMISSION SINGAPORE

**MARC-PLAN
PTE LTD**

Data Protection Policy

This Data Protection Policy (“**Policy**”) sets out the basis upon which [Marc-Plan Pte Ltd] (“**we**”, “**us**” or “**our**”) may collect, use, disclose or otherwise process personal data of employees and job employees and job applicants in accordance with the Personal Data Protection Act (“**PDPA**”). This Policy applies to personal data in our possession or under our control, including personal data in the possession of organisations which we have engaged to collect, use, disclose or process personal data for our purposes.

Personal Information or personal data refers to any information about you from which you can be identified. Depending on the nature of your interaction with us, some examples of personal data which we may collect from you include name, identification information, contact information such as email address, mailing address and telephone number, nationality, gender, employment information and other information about your use of products, services, websites or for job applications.

Collection, Use and Disclosure of Personal Data

1. By providing Marc-Plan Pte Ltd with your personal data, you hereby consent to Marc-Plan Pte Ltd sharing this personal data to other affiliates for the purpose of:
 - (a) Performing obligations in the course of or in connection with our provision of the goods and/or services requested by you
 - (b) To enable Marc-Plan’s subcontractors, third-party agents and service providers, to fulfil obligations/services as stipulated in your contract with Marc-Plan
 - (c) Responding to, handling, and processing queries, requests, applications, complaints and feedback from you
 - (d) Complying with any applicable laws, regulations, codes of practice, guidelines, or rules or to assist in law enforcement and investigations conducted by any governmental and/or regulatory authority
 - (e) Any other purposes for which you have provided the information
2. The purposes listed in the above clauses may continue to apply even in situations where your relationship with us (pursuant to contract) has been terminated or altered in any way.

Withdrawing Consent

3. The consent that you provide for the collection, use and disclosure of your personal data will remain valid until such time it is being withdrawn by you in writing. You may withdraw consent and request us to stop using and or disclosing your personal data for any or all of your purposes listed above by submitting your request in writing or via email to our Data Protection Officer at the contact details provided.
4. By withdrawing this consent, it does not affect the 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.

Access to and Correction of Personal Data

5. 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, you may submit your request in writing or via email to our Data Protection Officer at the contact details provided below.
6. Marc-Plan Pte Ltd has the option to decide whether to provide the requested information and terms on which the said information is provided to you. Marc-Plan has the right to refuse to provide the requested information in the following situations:
 - (a) Requested information that reveal personal information which cannot be disclosed by Marc-Plan on the grounds of public policy, legal, security or commercial proprietary reasons;
 - (b) The request is frivolous or vexatious
7. The time taken to respond your request will take within thirty (30) days after receiving your request. Should we require more time, we will inform you in writing. If we are unable to do so, we shall generally inform you of the reasons except where we are not required under PDPA.

Protection of Personal Data

8. We maintain appropriate security safeguards and practices to protect your Personal Data unauthorised access collection, use, disclosure, copying, modification disposal or similar risks, in accordance with applicable laws

Retention of Record

9. Your personal data will not be kept longer than necessary. In addition, your personal data that we possess will be eliminated should you wish to withdraw.

Data Protection Officer

10. You may contact our DPO 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.

Data Protection Officer
31 Bukit Batok Crescent, The Splendour
#01-37 Singapore 658070
Email: dpo@marc-plan.com

END