

## **Organisers of EBPOM-Asia 2019 Congress & Personal Data and Privacy Policy**

Singapore Society of Anaesthesiologists, Society for Geriatric Medicine of Singapore and the Geriatric Surgery Society of Singapore; hereby known as the Organisers of EBPOM-Asia 2019 Congress 2019 and Ace:Daytons Direct (International) Pte Ltd hereby known as the Management Company views and treats your Personal data seriously.

Therefore a Privacy Policy has been developed to guides how the Organisers and its appointed management company collect, process, used, disclose, transfer and store your Personal data. Kindly study this Policy and understand your rights on the matter.

### **Collection and Use of Personal Data**

Your Personal data is information that relates directly or indirectly to you, who is identified or identifiable from that information or from that and other information.

During the course of your transaction and dealings with the Organisers and its appointed management company, you may be requested to furnish your Personal data from time to time. The Organisers and its appointed management company and their third party service providers may share the Personal data with each other and use it consistent with this Privacy Policy. We may also combine it with other information to provide and improve EBPOM-Asia 2019 Congress programmes and services.

### **Personal Data that will be collected**

When you transact with us, we may collect a variety of your Personal data, which may include you're:-

- a) Name;
- b) National registration identity card /Passport number;
- c) Gender;
- d) Age;
- e) Professional status;
- f) Company's name;
- g) Professional membership numbers (MCR);
- h) Postal address;
- i) Telephone number;
- j) Mobile number;
- k) Email address;
- l) Contact preference;
- m) Credit card or bank account information.

The list of personal data stated above is not exhaustive and may include other personal data depending on the nature of transaction.

### **How the Organisers uses your Personal Data**

Your personal data that are collected allows us to keep you posted on the EBPOM-Asia 2019 Congress latest information, announcements, updates and upcoming events. It also helps the appointed management company and the Organisers and its appointed management company to improve on its programmes and services. If you do not wish to be on our mailing list, please let the Organisers and its appointed management company knows in writing to [admin@ebpomasia.org](mailto:admin@ebpomasia.org)

From time to time, the Organisers and its appointed management company may use your personal data to send important notices, emails, letters or EDM related to the Congress and update terms, conditions, and policies of the PDPA. As such information may be crucial to you thus we would like to advise you not to opt out of receiving such communications.

The Organisers and its appointed management company may also use your personal data for internal purposes such as auditing, data analysis, and research to improve the EBPOM-Asia 2019 Congress programmes and customer communications.

The Organisers and its appointed management company may also share your personal data with third party providers that provide services such as information processing, educational services, managing and enhancing customer data, providing customer service, assessing your interest in the Organisers and its appointed management company services and conducting customer research or satisfaction surveys.

### **Protection of Personal Data**

As part of our commitment to protecting your privacy, we implement appropriate technical and organization measures to protect your Personal Data against accidental, unauthorized or unlawful use, disclosure, access, destruction, loss, change or damage. Some of the measures we have taken include pseudonymization, encryption, limited access and robust retention policies.

Nevertheless, do note that while we will endeavor to take all reasonable measure to protect your Personal Data, you should similarly take all necessary precautions, such as implementing strong passwords, limiting access to your computer and avoiding misplacing any documents or access passes.

### **Transfer to other countries**

In the provision of our Congress, the Personal Data we collect may be transferred to and processed by third parties in other countries. In all such instances, the Organisers of the EBPOM-ASIA 2019 CONGRESS shall ensure that the transfer of your Personal Data is carried out in accordance with any applicable laws and that appropriate safeguards (e.g. contractual, technical and organizational measures) are put in place before such transfer takes place.

If you wish to seek further clarification in relation to the safeguards being implemented for the transfer of your Personal Data, do feel free to contact the Congress Management Company at [admin@ebpomasia.org](mailto:admin@ebpomasia.org)

### **Use of Cookies and Website**

#### **Cookies**

Our website uses cookies in order to facilitate your experience when browsing our website and accessing any of our online pages.

For the purposes of this Policy, a “**cookie**” is a small piece of information sent by a web server to a web browser, which enables the server to collect information from the browser.

EBPOM-ASIA 2019 CONGRESS uses cookies which are necessary for the functioning and operation of our website. In addition, we may also use cookies that allow us to track, record and analyze data in relation to the activity on our website, or that allow us to recognize you whenever you return to our website for us to customize your browsing experience based on our preferences.

If you wish not to receive cookies, kindly change your cookie setting in your browser under the “options” or “preferences” tool selection.

Please note that if you choose not to receive cookies, we may not be able to provide you with the full functionality of our website.

#### **Website**

On our website, we may, from time to time, display advertisements from third parties or provide links to third party websites.

In these instances, kindly note that the Organisers and its appointed management company cannot be held responsible or liable for the privacy practices and policies of the third party. As such, please read the privacy policies of such third parties to find out how they process and collect your Personal Data.

### **Retention of Personal data and Access**

The Organisers and its appointed management company shall endeavour to make it easy for you to keep your information accurate, complete and up to date. We will retain your personal data for the period necessary to fulfil the many different purposes outlined in this Privacy Policy unless a longer retention period is permitted or required by law.

You can help to ensure that your contact information and preferences are accurate, complete, and up to date by contacting the Organisers or its appointed management company of the EBPOM-Asia 2019 Congress at Tel: +65 6379 5259 or email: [admin@ebpomasia.org](mailto:admin@ebpomasia.org). For other personal information, we make good faith efforts to provide you with access so you can request that we correct the data if it is inaccurate or delete the data if the Organisers and its appointed management company of the EBPOM-Asia 2019 Congress are not required to retain it by law or for legitimate business purposes.

We may decline to process requests that are unreasonably repetitive, require disproportionate technical effort, jeopardize the privacy of others, are extremely impractical, or for which access is not otherwise required by local law.

The Organisers and its appointed management company of the EBPOM-Asia 2019 Congress reserves the right to update and amend this policy from time to time. Any material changes will be posted on our website with the updated Privacy Policy.