

31ST ANNUAL SCIENTIFIC MEETING 2019 (31ST ASM 2019) PERSONAL DATA AND PRIVACY POLICY

Singapore Cardiac Society; hereby known as the Organiser of 31st Annual Scientific Meeting (31st ASM) 2019, views and treats your Personal data seriously.

Therefore a Privacy Policy has been developed to guides you on how we and our appointed service providers collect, process, uses, disclose, transfer and store your Personal data.

Kindly study this Policy and understand your rights on the matter.

1. This is an 31st ASM 2019 website.
2. We may use "cookies", where a small data file is sent to your browser to store and track information about you when you enter our websites. The cookie is used to track information such as the number of users and their frequency of use, profiles of users and their preferred sites. While this cookie can tell us when you enter our sites and which pages you visit, it cannot read data off your hard disk.
3. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

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. This information should be given by you or your appointed staff. During the course, you may be requested to furnish your Personal data from time to time. We and our 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 the 31st ASM programme and services.

Personal Data that Organisers of 31st ASM may collect

The information required would include the followings:-

- a) Name;
- b) Passport/National registration identity card numbers;
- c) Gender;
- d) Age;
- e) Professional Status;
- f) Postal address;
- g) Telephone number;
- h) Mobile number;
- i) Email address;
- j) Contact preference;
- k) Credit card or bank account information.
- l) Other information that is deem important for the conference but not stated above;

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

How Organisers of 31st ASM uses your Personal Data

Your personal data that we collect allows us to process the necessary information in relation to the relevant matter.

Your personal data that we collect allows us to keep you posted on the congress latest announcements and upcoming events. It also helps us to improve on congress programme and services. If you do not wish to be on our mailing list, please let us know in writing. For your convenience, we may also display to you data you had supplied us. This will speed up the transaction and save you the trouble of repeating previous submissions. Should the data be out-of-date, please supply us the latest data.

We may share necessary data with our appointed service providers that provide services such as send important notices, emails, about upcoming congresses, seminars, workshops, events updates, assessing your interest in our services, conducting satisfaction surveys and changes to our terms, conditions, and policies so as to serve you in the most efficient and effective way unless such sharing is prohibited by law. As such information may be crucial to you thus we would like to advise you not to opt out of receiving such communications.

We may also use your personal data for internal purposes such as auditing, data analysis, and research to improve our services and customer communications. We will NOT share your personal data with non-appointed service providers, except where such service providers have been authorised to carry out specific services by us.

Protection of Personal Data

We will take the necessary precautions, both administrative and technical to safeguard your Personal data against loss, theft, misuse and unauthorized access, disclosure, usage, alternation or destruction. To safeguard your personal data, all electronic storage and transmission of personal data is secured with appropriate security technologies.

Retention of Personal data and Access

We 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 ensure that your contact information and preferences are accurate, complete, and up to date by contacting our service provider at Tel: (65) 6735 6580 or email address: secretariat@singaporecardiac.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 you do not wish for us 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.

We reserved 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.