



Network Singapore

Global Compact Network Singapore

180 Kitchener Road, #06-11

City Square Mall, Singapore 208539

Tel No: 63869330

info@unglobalcompact.sg

www.unglobalcompact.sg

DATA PROTECTION NOTICE

This Data Protection Notice ("**Notice**") sets out the basis which Global Compact Network Singapore ("**we**", "**us**", or "**our**") may collect, use, disclose or otherwise process your personal data in accordance with the Personal Data Protection Act ("**PDPA**"). This Notice 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. This Notice also applies to all websites and mobile applications linking to or posting this website (each a "Site"). By visiting this website, you agree to the the collection and use of your personal data in accordance with the policy described in this Notice.

PERSONAL DATA

1. As used in this Notice:

"you" means an individual who (a) has contacted us through any means to find out more about any services we provide, or (b) has voluntarily provided your personal data to us, or (c) may, or has, entered into a contract with us for the supply of any services by us; and

"personal data" means data, whether true or not, about an individual who can be identified: (a) from that data; or (b) from that data and other information to which we have or are likely to have access.

2. Depending on the nature of your interaction with us, some examples of personal data which we may collect from you include name, email address, telephone number, nationality, gender and information about your employer or organisation.

3. Other terms used in this Notice shall have the meanings given to them in the PDPA (where the context so permits).

COLLECTION, USE AND DISCLOSURE OF PERSONAL DATA

4. We generally do not collect your personal data unless (a) it is provided to us voluntarily by you directly or via a third party who has been duly authorised by you to disclose your personal data to us (your "authorised representative") after (i) you (or your authorised representative) have been notified of the purposes for which the data is collected, and (ii) you (or your authorised representative) have provided written consent to the collection and usage of your personal data for those purposes, or (b) collection and use of personal data without consent is permitted or required by the PDPA or other laws. We shall seek your consent before collecting any additional personal data and before using your personal data for a purpose which has not been notified to you (except where permitted or authorised by law).



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This site does not capture personal information about visitors unless you choose to provide such information to us.

Use of Cookies.

We use “cookies” and similar technologies on our Sites. A cookie is a piece of data stored on your device to help us improve your access to our Sites and identify repeat visitors to our Sites. For instance, when we use a cookie to identify you, you would not have to provide a password more than once, thereby saving time while on our Sites. We will also use cookies to analyse data on webpage traffic in order to improve our services for statistical analysis purposes, after which, the data is removed from our system. Cookies do not give us access to your mobile or computer or any information about you, other than the data you choose to share with us. 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.

Third Party Websites.

Our Sites may contain links to other websites that are not covered by this Notice and their privacy policy and information practices may be different from ours. Our provision of a link to any other website or location is for your convenience and does not signify our endorsement of such other website or location or its contents. This Notice does not apply to these third party websites or content, or to any collection of data after you click on links to such third party websites.

5. We may collect and use your personal data for any or all of the following purposes:

- (a) performing obligations in the course of or in connection with our provision of services requested by you;
- (b) verifying your identity;
- (c) responding to, handling, and processing queries, requests, applications, complaints, and feedback from you;
- (d) managing your relationship with us;
- (e) 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;
- (f) any other purposes for which you have provided the information;
- (g) transmitting to any unaffiliated third parties including our third party service providers and



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agents, and relevant governmental and/or regulatory authorities, whether in Singapore or abroad, for the aforementioned purposes;

(h) any other incidental business purposes related to or in connection with the above; and

(i) organising events such as seminars and networking sessions,

(j) providing you with our resources and other content that you have requested,

(k) to administer and protect our operations and our Sites (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data),

(l) to periodically send promotional emails about upcoming events, promotions or other information which we think you may find interesting using the email address which you have provided, if you inform us that you wish to receive such promotional materials when using the Sites or our services. To preserve your privacy, you will be given the opportunity to opt out of receiving details of these upcoming events or promotions.

If you apply to work for us on a permanent or temporary basis, including as a consultant, volunteer or intern, we will use your personal information in the following ways as necessary in our legitimate interests, and to decide whether to enter into a contract with you:

- to assess your skills, qualifications, and suitability for the role you have applied for,
- to carry out background and reference checks, where applicable,
- to communicate with you about the recruitment process,
- to keep records related to our hiring processes, and
- to comply with legal or regulatory requirements.

6. We may disclose your personal data:

(a) where such disclosure is required for performing obligations in the course of or in connection with our provision of the services requested by you; or

(b) to third party service providers, agents and other organisations we have engaged to perform any of the functions with reference to the above mentioned purposes. We do not allow our third party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

7. The purposes listed in the above clauses may continue to apply even in situations where your relationship with us (for example, pursuant to your employment contract should you be hired) has been terminated or altered in any way, for a reasonable period thereafter (including, where applicable, a period to enable us to enforce our rights under a contract with you). We may retain the personal data you provide for as long as is necessary to fulfill the purpose for which it was



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collected, or as required or permitted by applicable laws. We will cease to retain your personal data or remove the means by which the information can be associated with you, as soon as it is reasonable to assume that such retention no longer serves the purpose for which the personal data was collected, and it is no longer necessary for legal or business purposes.

WITHDRAWING YOUR CONSENT

8. 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 collecting, using and/or disclosing your personal data for any or all of the purposes listed above by submitting your request in writing or via email to our Data Protection Officer at the contact details provided below.

9. Upon receipt of your written request to withdraw your consent, we may require reasonable time (depending on the complexity of the request and its impact on our relationship with you) for your request to be processed and for us to notify you of the consequences of us acceding to the same, including any legal consequences which may affect your rights and liabilities to us. In general, we shall seek to process your request within twenty (20) business days of receiving it.

10. Whilst we respect your decision to withdraw your consent, please note that depending on the nature and scope of your request, we may not be in a position to continue providing our services to you and we shall, in such circumstances, notify you before completing the processing of your request. Should you decide to cancel your withdrawal of consent, please inform us in writing in the manner described in clause 8 above.

11. Please note that withdrawing consent does not affect our 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

12. 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.



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13. Please note that a reasonable fee may be charged for an access request. If so, we will inform you of the fee before processing your request.

14. We will respond to your request as soon as reasonably possible. In general, our response will be within twenty (20) business days. Should we not be able to respond to your request within thirty (30) days after receiving your request, we will inform you in writing within thirty (30) days of the time by which we will be able to respond to your request. If we are unable to provide you with any personal data or to make a correction requested by you, we shall generally inform you of the reasons why we are unable to do so (except where we are not required to do so under the PDPA).

PROTECTION OF PERSONAL DATA

15. To safeguard your personal data from unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks, we have introduced appropriate administrative measures, and disclosing personal data both internally and to our authorised third party service providers and agents only on a need-to-know basis.

16. You should be aware, however, that no method of transmission over the Internet or method of electronic storage is completely secure. While security cannot be guaranteed, we strive to protect the security of your information and are constantly reviewing and enhancing our information security measures.

ACCURACY OF PERSONAL DATA

17. We generally rely on personal data provided by you (or your authorised representative). In order to ensure that your personal data is current, complete and accurate, please update us if there are changes to your personal data by informing our Data Protection Officer in writing or via email at the contact details provided below.

RETENTION OF PERSONAL DATA

18. We may retain your personal data for as long as it is necessary to fulfill the purpose for which it was collected, or as required or permitted by applicable laws.

19. We will cease to retain your personal data, or remove the means by which the data can be associated with you, as soon as it is reasonable to assume that such retention no longer serves the purpose for which the personal data was collected, and is no longer necessary for legal or



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business purposes.

TRANSFERS OF PERSONAL DATA OUTSIDE OF SINGAPORE

20. We generally do not transfer your personal data to countries outside of Singapore. However, if we do so, we will obtain your consent for the transfer to be made and we will take steps to ensure that your personal data continues to receive a standard of protection that is at least comparable to that provided under the PDPA.

DATA PROTECTION OFFICER

21. You may contact our Data Protection Officer 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: Contact No. : 6386 9330 Email Address : DPO@unglobalcompact.sg

EFFECT OF NOTICE AND CHANGES TO NOTICE

22. This Notice applies in conjunction with any other notices, contractual clauses and consent clauses that apply in relation to the collection, use and disclosure of your personal data by us.

23. We may revise this Notice from time to time without any prior notice. You may determine if any such revision has taken place by referring to the date on which this Notice was last updated. Your continued use of our services constitutes your acknowledgement and acceptance of such changes. Effective date: 02/2021 Last updated: 01/2023