



# Personal Data Privacy Policy

Updated on 16 February 2021

	Name	Public / Confidential	Owner	Scope	Last Update
1	Personal Data Privacy Policy	Public	Council	All members	15 November 2018
2	Personal Data Privacy Policy	Public	Council	All members, employees, website users	18 February 2021

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## Article 1: Objective

This policy outlines how the Singapore Actuarial Society (SAS) collects, uses, processes and/or discloses Personal Data (as defined below) collected by SAS, whether through its websites (the “Websites”) or any other means, in accordance with the Personal Data Protection Act 2012 (the “PDPA”) and the EU General Data Protection Regulation (the “GDPR”) (where applicable) which form our Terms and Conditions (defined as terms governing the contractual relationship between SAS and you).

## Article 2: Scope

This Privacy Policy applies to the Personal Data of individuals, being current, previous or potential members of SAS, employees of SAS, vendors, contractors, sub-contractors of SAS, users of the websites (collectively referred to as “you”) and/or any other individuals that have had any interaction with the SAS, that has been provided to SAS.

By providing your Personal Data, including but not limited to when you apply or renew your membership with SAS, you hereby agree and consent to the handling of your Personal Data in the manner set forth in this document which may be updated or modified from time to time.

## Article 3: Definition of Personal Data

“Personal Data” refers to any data or information, whether true or not, about you from which you can be identified either (a) from that data; or (b) from that data and other information to which we have or are likely to have access.

Depending on the nature of your interaction with us, Personal Data which we may collect from you include:

- Your name or identification number, telephone number(s), mailing address, email address and any other information relating to you;
- Information about your use of our Websites and services, including cookies, IP address and membership subscription details, but only to the extent that SAS may identify you from such information;
- Payment related information, such as your bank account or credit card information; and
- Information about your devices, computer and connection information, device capability, bandwidth, statistics on page views, and traffic to and from the Websites.

## Article 4: Data Collection Purpose & Consent

The Personal Data Privacy Policy of the Singapore Actuarial Society (SAS) processes any of your personal data provided only for legitimate purposes which include but is not limited to:

- Compliance with governance documents, any applicable regulations and/or legal obligations.
- Responding to your queries and requests.
- As reasonably required for the provision and/or receipt of third-party services.
- Processing of transactions and payments.
- For the consideration, evaluation, and processing of job applications
- For managing and maintaining the employment relationship between the SAS and its employees.
- Purposes relating to its role as a professional association:
- Collection of annual subscriptions and other membership fees.
- Establishment of the class of membership.
- Registration at events organised by SAS.
- Confirmation of the member's membership of SAS to external parties including other professional associations.
- Circulation of notices, marketing materials and announcements pertinent to the functions of SAS, e.g., of notices of general meetings and of announcements of events organised by SAS or by any other organization, notice of employers or others seeking to hire a member of SAS (as employee or contractor) in relation to an actuarial/insurance role.

SAS will take all reasonable care and precautions to safeguard your personal data which SAS has taken possession of. SAS will not release any personal data to any other party without your consent, except when required to do so to comply with the law.

You will always have the right to inspect your personal data held by SAS and require SAS to make corrections in there are any errors in the data.

If you register for any event organised by SAS or with any other organisation whose event is sanctioned by the Council of SAS, your details (which may include personal data) may be made known to other parties.

You will be deemed to have given consent to:

- Receiving information and publicity related to the event from SAS or any other organisation with which SAS engages in the organisation and conduct of this event.
- Your image, voice or likeness being captured by SAS, its volunteers, vendors or sub-contractors engaged by SAS, which may be made public in publications or made available online.

### **Article 5: Governing Law**

This Privacy Policy shall be governed by and construed in accordance with the laws of Singapore.

### **Article 6: Contact Persons**

If you have any questions regarding this Privacy Policy, or you wish to exercise any of the rights set out above, you may contact our data protection officer (DPO) at [execdirector@actuaries.org.sg](mailto:execdirector@actuaries.org.sg), or in the absence of the DPO, contact the Deputy DPO at [secretariat@actuaries.org.sg](mailto:secretariat@actuaries.org.sg).