

## **Privacy Policy**

This policy applies to Architects 61 Pte Ltd ("a61" or "we") and governs the collection, use and disclosure of personal data submitted to a61.

### **Summary**

We will collect, use or disclose personal data for reasonable business purposes only if there is consent or deemed consent from the individual and information on such purposes have been notified. We may also collect, use or disclose personal data if it is required or authorised under applicable laws.

### **Collection of Personal Data**

We collect personal data from representatives of prospective and existing customers, representatives of suppliers and business partners, employment applicants and other individuals. Such personal data may be provided to us in forms filled out by individuals, face to face meetings, email messages, telephone conversations, through our websites or provided by third parties. If you contact us, we may keep a record of that contact.

We collect these personal data when it is necessary for business purposes or to meet the purposes for which you have submitted the information.

We will only collect, hold, process, use, communicate and/or disclose such personal data, in accordance with this policy. If you are acting as an intermediary or otherwise on behalf of a third party or supply us with information regarding a third party (such as a friend, a colleague, an employee etc), you undertake that you are an authorised representative or agent of such third party and that you have obtained all necessary consents from such third party to the collection, processing, use and disclosure by us of their personal data. Because we are collecting the third party's data from you, you undertake to make the third party aware of all matters listed in this policy preferably by distributing a copy of this policy to them or by referring them to our website.

### **Use of Personal Data**

We use personal data for the following purposes:

- \* to provide our services
- \* to respond to the individual's request or for the purposes for which it was provided to us as stated at the time of the collection (or as is obvious from the context of collection)
- \* to maintain contact with clients and other contacts
- \* for general management and reporting purposes, such as invoicing and account management
- \* for recruitment purposes
- \* for purposes related to the employment of our personnel and providing internal services to our personnel
- \* all other purposes related to our business.

### **Disclosure of Personal Data to Third Parties**

We do not disclose personal data to third parties except when required by law, when we have your consent or deemed consent or in cases where we have engaged the third party such as data

intermediaries or subcontractors specifically to assist with our firm's activities. Any such third parties whom we engage will be bound contractually to keep all information confidential.

#### **Accuracy of Personal Data**

We will make a reasonable effort to ensure that personal data collected by us or on our behalf is accurate and complete.

#### **Security and Protection of Personal Data**

We will make every reasonable effort to safeguard the data provided by you, we do not guarantee the security of your data, or the transmission and/or storage thereof, over the internet and in cyberspace.

#### **Privacy on Our Web Sites**

This Policy also applies to any personal data we collect via our websites. Cookies may be used on some pages of our websites. "Cookies" are small text files placed on your hard drive that assist us in providing a more customised website experience. Cookies are now used as a standard by many websites to improve users' navigational experience. If you are concerned about cookies, most browsers permit individuals to decline cookies. In most cases, a visitor may refuse a cookie and still fully navigate our websites, however other functionality in the site may be impaired. After termination of the visit to our site, you can always delete the cookie from your system if you wish. Because we want your website experience to be as informative and resourceful as possible, we may provide a number of links to third party websites. We assume no responsibility for the information practices of these third party websites that you are able to access through ours. When a visitor to our website links to these third party websites, our privacy practices no longer apply. We encourage you to review each website's privacy policy before disclosing any data.

#### **Modifications**

We reserve the right to modify or amend this Privacy Policy from time to time without notice. You are advised to review this Privacy Policy each time you use or access the Site for any changes in this Privacy Policy.

#### **Contact us**

If you have questions concerning this policy, please contact us at [a61@a61.com.sg](mailto:a61@a61.com.sg).