

HILANDAS PROPERTY & FACILITIES MANAGEMENT PTE LTD

DATA PROTECTION POLICY

Hilandas Property & Facilities Management Pte Ltd recognises the importance and sensitivity of any personal data we may collect from you from time to time and are committed to protect your privacy and to process your data in accordance with the Singapore Personal Data Protection Act (No. 26 of 2012) (the “**PDPA**”) as and when amended and any other relevant legislation.

Accountability

1. We will be responsible for all personal data collected. All personal data collected will be used and processed fairly and lawfully while in our possession or custody. We ensure all our customers that we would be accountable for our organisation's compliance to our Privacy Policy.

Specifying Purposes

2. Personal data collected, will not be used for a new purpose unless we obtain consent from our customers. We are the sole owner of the personally identifiable information collected on this site. We collect personally identifiable information for the sole purpose of registering a user for our web site.

Consent

3. We do not collect sensitive information from our customers. We assure all customers that all personal information collected would be used or disclosed only for the purposes for which it was collected.

Limiting Collection

4. Only the necessary personal data is collected from customers' for business purposes. Both the amount and the type of data collected shall be limited to that which is necessary to fulfill the purposes identified.

Limiting Use, Disclosure and Retention

5. We will not disclose, share, transfer, sell or rent personally identifiable information to any 3rd party. We do not send unsolicited marketing email to our customers. Customers will occasionally receive email on special promotions we hold. Out of respect for the privacy of our users, users may opt-out of receiving these communications by replying to unsubscribe in the subject line in the email.

6. We do not keep personal data for longer than is necessary for those purposes for which they are collected.

7. We have developed guidelines and implemented procedures to govern the destruction of personal data that are no longer required to fulfill the identified purposes.

8. We do not use "cookies", "web-bugs" or any other tracking technologies to collect information from users of our web site.

9. We would not display or make publicly available, whether through online directories, customer lists or otherwise, the personally identifiable information collected.

Accuracy

10. We ensure our customers that all personal information collected is accurate and kept up to date. We do not maintain duplicate copies of personal information in different systems.

Safeguards

11. We ensure our customers that appropriate security safeguards are in place to protect personal data against unauthorised access, misuse, disclosure, copying, use, alteration, accidental loss or theft, destruction or damage.

12. Only authorised persons have access to our systems. Consultants, contractors or other temporary employees do not have access to the data.

Openness

13. Our data protection policy (Privacy Policy) is displayed on the web site and the policy is set out in the same language medium as the web site. We encourage all our customers to read our Privacy Policy to understand the our objectives of collecting their personal data.

Individual Access and Correction

14. We allow our customers the right to access their personal information. Customers can access their personal information by using their respective username and password to gain access to their personal information.

15. If your personally identifiable information changes, or if you no longer desire our service, you may correct, update or remove your personal data at the member information page or by emailing our Customer Support.

16. We will respond to our customer's request within a reasonable time and we charge / do not charge a reasonable fee / a fee for providing the information or data requested for.

Challenging Compliance

17. Our mechanisms and processes are in place to receive and address complaints or inquiries about our policies and procedures relating to the handling of personal data. Appropriate measures will be taken to amend policies and procedures if a complaint is found to be justified.

Links

18. This web site contains links to other sites. Please be aware that we are not responsible for the privacy practices of such other sites. This Privacy Policy applies solely to information collected by this website.

Changes to this Policy

19. This web site contains links to other sites. Please be aware that we are not responsible for the privacy practices of such other sites. This Privacy Policy applies solely to information collected by this website.

20. The Company hereby expressly reserves all rights to update, modify, or change this Privacy Policy from time to time.

21. Any update, modification or change will be posted on this page and take effect on the date stipulated above.

22. We recommend that you check this Privacy Policy periodically to review the latest version.

Contact our Data Protection Officer

23. If you have any queries or comments about this Privacy Policy or your dealings with any of the Company's website(s), wish to stop receiving our marketing updates, or wish to access or update the information we hold about you, please contact our Data Protection Officer by post at:

Data Protection Officer
Hilandas Property & Facilities Management Pte Ltd
First Centre, 50 Serangoon North Avenue 4, #08-14, Singapore 555856

or by e-mail at: dpo@hilandas.com.sg

Last updated 25th March 2024