

## **DATA PROTECTION NOTICE**

This Data Protection Notice (“**Notice**”) sets out the basis which the German Association (“**we**”, “**us**”, or “**our**”) may collect, use, disclose or otherwise process personal data of our members 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.

### **1. PERSONAL DATA**

#### 1.1. As used in this Notice:

“**member**” means an individual who is a member of the German Association.

“**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.

#### 1.2. Personal data which we may collect from you includes your name and contact information such as your address, email address, telephone number, nationality, gender, date of birth.

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

### **2. COLLECTION, USE AND DISCLOSURE OF PERSONAL DATA**

#### 2.1. 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).

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

- (a) the processing of your membership application; and
- (b) the administration of your membership with our organization.

#### 2.3. We may disclose your personal data:

- (a) where such disclosure is required for performing obligations in connection with your membership; or
- (b) to third party service providers, agents and other organisations we have engaged to perform any of the functions listed in clause 2.2 above for us.

### **3. WITHDRAWING YOUR CONSENT**

#### 3.1. 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 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.

#### 3.2. 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 thirty (30) business days of receiving it.

- 3.3. 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.

#### **4. ACCESS TO AND CORRECTION OF PERSONAL DATA**

- 4.1. 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.

- 4.2. 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.

- 4.3. We will respond to your request as soon as reasonably possible. 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).

#### **5. PROTECTION OF PERSONAL DATA**

We have introduced the appropriate administrative, physical and technical measures in order to safeguard your personal data from unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks.

#### **6. ACCURACY OF PERSONAL DATA**

- 6.1. 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.

#### **7. RETENTION OF PERSONAL DATA**

- 7.1. We may retain your personal data for as long as it is necessary to fulfil the purpose for which it was collected, or as required or permitted by applicable laws.
- 7.2. 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 business purposes.

#### **8. DATA PROTECTION OFFICER**

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: Fabian Görn, 61a Toh Tuck Road, Singapore 596300, [fabian.goern@german-association.org.sg](mailto:fabian.goern@german-association.org.sg), Tel: +65 64678802.

**9. EFFECT OF NOTICE AND CHANGES TO NOTICE**

- 9.1. 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.
- 9.2. 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 membership constitutes your acknowledgement and acceptance of such changes.

Effective date : 1 August 2018  
Last updated : 15 August 2018