



## **PRIVACY POLICY**

The Singapore-Mexico Chamber of Commerce (SGMXCHAM) is an organization created as a nonprofit business association chartered in Singapore. The SGMXCHAM aims to provide a vehicle to improve communications, promote trade, investment and joint ventures for Singapore, South East Asia and Mexico. The SGMXCHAM provides a network to build opportunities for Mexico and Singapore. We provide our members with practical support and advice, delivered via a range of scheduled events and online communities to share knowledge and expertise. We promote and encourage the development of business between Mexico, Singapore and South East Asia, by organizing or participating in trade fairs and trade missions. We will also organize forums and matchmaking events to bring buyers, sellers and investors together.

### **ABOUT THIS PRIVACY POLICY**

We are committed to protecting and respecting your privacy.

This Privacy Policy sets out the basis on which any personal data we collect, use, disclose and protect the Personal Data (as defined below) which you voluntarily submit to the SGMXCHAM. This Privacy Policy applies to all members, non-members, customers, partners and content providers and is designed to meet the requirements of personal data protection laws in Singapore. The personal data that we collect from you, or that you provide to us, will be processed by us and our partners, so please read it carefully. By using our services, participating as a member or attending our events, you consent to your information being processed by us in the manner described in this Privacy Policy.

By providing your personal contact details to the SGMXCHAM and accepting our terms and conditions, you are deemed to have given your consent for the collection and secure use of your personal data as provided in order for the SGMXCHAM to continuously deliver relevant services to you.

### **BUSINESS CONTACT INFORMATION**

In many instances, the information we collect may be considered to be “business contact information” (i.e. your name, position name or title, business telephone number, business address, business email address or similar information, not provided solely for personal purposes). The Personal Data Protection Act does not apply to business contact information. However, the SGMXCHAM will use all reasonable efforts to observe the terms of this Privacy Policy in respect of business contact information as the protection of and respect to your information is important to us.

## INFORMATION THAT WE COLLECT ABOUT YOU

We may collect and process the following information about you:

- Information that you provide during the registration process for the SGMXCHAM and copies of any documents you provide to us, including when you sign up to our newsletters;
- Your SGMXCHAM website account details and account information, including your contact details, company name, position and topic preferences;
- Information that you post to our website or share with other users via the SGMXCHAM;
- Any feedback you provide through the SGMXCHAM;
- If you are a speaker or an attendee at any of our events, we may collect information about your participation at our events (e.g. number of events spoken at/attended, type of events you speak at/attend);
- Any correspondence between you and us;
- Any other information you provide to us from time to time (e.g. CV), and
- Details of your visits to our website (including traffic data, location data, weblogs and other communication data and the resources that you access).

We use cookies on our website to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and enables us to improve our website. If you would like to change the way in which the website identifies you, you should change the cookie settings in your browser settings.

The SGMXCHAM does not require the provision of NRIC numbers to provide services, however certain restricted event venues may require this information in order to prove your identity, in which instance you will be notified separately.

## USE OF YOUR INFORMATION

We may use your information in the following ways:

- a. To provide our services, including inviting you to and organising events, providing news and updates and reports about events, sending you our magazine or any printed publications, providing general news and information about business opportunities that we think will interest you;
- b. to facilitate communication, networking and business opportunities for and between you and other members, participants or users of the SGMXCHAM;
- c. to provide you with information about business development or brand awareness opportunities that may be of interest to you and to introduce you to other organisations;
- d. to ask for your feedback or opinions as part of the SGMXCHAM network;
- e. as outreach activity to our network in support of Mexico or Singapore Government agencies/representatives;
- f. to offer opportunities for media comment on relevant topics;
- g. to deal with your requests and enquiries, and to provide you with information about our services, activities or content;
- h. to process the registration and maintenance of your account;
- i. to personalise the way in which our website and services are presented to you, including to ensure that content of our website and services are presented in the most effective manner for you and for your device;
- j. to analyse your use of our services;

- k. to carry out our obligations arising from any contracts entered into between you and us;
- l. to investigate any breach of our Terms and Conditions by or relating to you;
- m. to allow you to participate in interactive features of our website;
- n. to notify you about changes at the SGMXCHAM;
- o. in the ongoing promotion of our activities and events, for example through sharing photos and video taken during our activities on our channels; and
- p. sharing your details as a member within the online Membership Directory, visible to your fellow members via secure login to their account. By accepting the terms and conditions during membership registration of the SGMXCHAM, you are deemed to have given consent for details to be shared here. You may opt out of being visible within the Directory by emailing us at any time to [secretariat@sgmxcham.org](mailto:secretariat@sgmxcham.org), giving us reasonable time to attend your request.

The SGMXCHAM maintains subscription mailing lists for promotion of our activities and partner content. During the completion of your personal profile within the registration process, you will be asked for your preferences which the SGMXCHAM will defer to. You may change your preferences or unsubscribe from any or all of our marketing lists at any time should you choose to do so by sending an email to [secretariat@sgmxcham.org](mailto:secretariat@sgmxcham.org). Please note that unsubscribing from a marketing mailing list will not remove you from membership communications required for the ongoing delivery of our services throughout your membership term.

We will only contact you if we have your consent to do so and for the purposes we have communicated within this policy. Should you wish to withdraw consent, you may unsubscribe from our mailing lists or alternatively contact us at [xxxxxxx@xxxxxxx.sg](mailto:xxxxxxx@xxxxxxx.sg). Please note that the withdrawal of your consent may result in us not being able to provide you with the full remit of our services. Withdrawal of consent for the use of photos and videos with your image applies to the future use of images, not those already publicly available.

We will only share your information with other users, members, participants and selected third parties of the SGMXCHAM to facilitate communication, networking and business opportunities.

Any information you upload to your profile and/or post on our website may be visible to our personnel and other users of our website.

We may disclose your information to third parties where partners help us in the administration or operation of our organisation; and if we are under a duty to disclose or share your personal information in order to comply with any legal or regulatory obligation, or in order to enforce or in complying with our obligations under our terms and conditions or other agreements; or to protect our rights, property, or safety or that of other users or third parties.

In connection with the events we organise, we may also share limited information with event venues and caterers, including your identity details (e.g. to comply with security requirements) and dietary requirements.

### **THIRD PARTY SERVICES**

We may provide you with links to and information about websites and services operated by third parties. If you follow a link to any of these websites or services, please note that these websites or services may have their own policies and will not be subject to this Privacy Policy. We do not control such third party websites or services and are not responsible for their contents.

## **TRANSFERRING INFORMATION OUTSIDE OF SINGAPORE**

Where our partners who help us in the administration or operation of our organisation are based in other locations, your information may be transferred outside of Singapore. We will work with any such third parties to make sure they have reasonable security arrangements in place so as to ensure that recipients in those countries will provide you with a standard of protection that is at least comparable to the standards under the Personal Data Protection Act 2012 of Singapore. We may also transfer your information outside of Singapore in relation to business opportunities but we would only do this with your prior consent.

## **PROTECTION OF YOUR INFORMATION**

The security of your information is important to us. We maintain appropriate and reasonable security arrangements to prevent unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks. However, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal information, we cannot guarantee the security of your personal information provided to us via the Internet, and any transmission is at your own risk.

We will only hold your information for as long as is reasonably necessary for the purposes described in this Privacy Policy or in our terms and conditions, or for legal or business purposes.

## **CHANGES TO THIS PRIVACY POLICY**

We may change this Privacy Policy from time to time, to reflect changes at the SGMXCHAM, or for legal or regulatory reasons. Unless we are unable to do so, we will give you reasonable notice of any changes to this Privacy Policy, which may be by notifying you via email and/or by posting an updated version on our website. Therefore, the SGMXCHAM encourages you to check this web page and our web site from time to time for any updated versions of this Privacy Policy that is posted and dated so that you are aware of when the SGMXCHAM Privacy Policy was last updated.

## **HOW WE USE COOKIES**

Our websites do not capture Personal Data about your online use unless you choose to access or use our websites or provide such information to us.

By browsing or using our websites, you consent to our use of cookies to collect information on your website usage data and improve your online experience when browsing or transacting using our websites.

A cookie is a small file placed on your computer's hard drive that helps to analyse web traffic or let you know when you visit a particular site, and can include information about the way you use a website, your choice of Internet browser, the type of device you are accessing it from, and where you are in the world. In particular:

- Cookies allow web applications to tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences, but a cookie does not give us access to your computer or any information about you, other than the data you choose to share with us
- Traffic log cookies enable us to identify which pages are being used and help us to analyse data about webpage traffic to tailor services to your needs. The information is solely used for statistical analysis

You can choose to accept or decline cookies in the course of browsing a website. Most web browsers automatically accept cookies, but you can usually modify your browser settings to decline cookies if you prefer. However, this may prevent you from taking full advantage of our websites.

## **CONTACTING US**

If you have any questions or feedback relating to your Personal Data or our Privacy Policy or you would like to withdraw your consent to any use of your Personal Data or you would like to obtain access and make corrections to your Personal Data, Please email us at the address provided below referencing 'Privacy Policy'. Kindly provide us your name, company name, email address and contact number.

Singapore Mexico Chamber of Commerce Email: [secretariat@sgmxcham.org](mailto:secretariat@sgmxcham.org)

To protect your privacy and security, we will also require you to verify your identity before we can respond substantially to your request.

## **ACCESS TO YOUR INFORMATION AND ENSURING IT IS UP-TO-DATE**

If you would like a copy of some or all of the information we hold about you, please contact us at [secretariat@sgmxcham.org](mailto:secretariat@sgmxcham.org); We want to make sure that your information is accurate and up-to-date. You can update your account details at any time via your account at [www.sgmxcam.org.sg](http://www.sgmxcam.org.sg). You may ask us to correct or remove information you think is inaccurate by contacting us at [secretariat@sgmxcham.org](mailto:secretariat@sgmxcham.org)

## **GOVERNING LAW**

This Privacy Policy and your use of this website shall be governed in all respects by the laws of Singapore.