



AEQON PTE LTD

8 Aljunied Avenue 3
The Pulse
Singapore 389933
An EXEO Global Company

+65 6957 1111
enquiry@aeqon.com.sg
www.aeqon.com.sg
201102048W

AEQON Personal Data Protection Notice

This Personal Data Protection Policy notice for personal data ("Notice") is issued to all our valued customers and guests of AEQON PTE LTD ("AEQON", "us", "we", "our" or "ours"), pursuant to the statutory requirements of the Personal Data Protection Act 2012 ("PDPA").

We at AEQON take our responsibilities under Singapore's PDPA seriously. We also recognize the importance of the personal data you have entrusted to us and believe that it is our responsibility to properly manage, protect and process your personal data.

During your course of dealing with us, we may have, and / or will collect, use, disclose and process your personal data for purposes, including, to communicate with you, provide products and/or services to you, respond to your enquiries or complaints, provide you with information and/or updates on products, services and/or promotions offered by us and selected third parties and other purposes required to operate and maintain our business as set out in our Personal Data Protection Policy (collectively referred to as "Purposes").

In order to conduct our business operations more smoothly, we may also be disclosing the personal data you have provided to us to our third-party service providers, agents and/or our affiliates or related corporations, and/or other third parties whether sited in Singapore or outside of Singapore, for one or more of the above-stated Purposes. Such third-party service providers, agents and/or affiliates or related corporations and/or other third parties would be processing your personal data either on our behalf or otherwise, for one or more of the above-stated Purposes.

It is necessary for us to collect and to retain your personal data. If you do not provide us with your personal data, or do not consent with this Notice or our Personal Data Protection Policy, we will not be able to effectively provide products and/or services to you, if at all.

We are committed to ensuring that your personal data is stored securely. You have the right to request for access to, to request for a copy of and to request to update or correct your personal data held by us. You have the right at any time to request us to limit the processing and use of your personal data. (For example, requesting us to stop sending you any marketing and promotional materials or contacting you for marketing purposes).

By submitting your personal data to us, you consent to us collecting, using, disclosing and processing your personal data in accordance with this Notice. We will also take it that all personal data provided by you is accurate and complete, and that none of it is misleading or out of date. You will promptly update us in the event of any change to your personal data.

In some circumstances, you may have provided personal data relating to other individuals (such as your spouse, family members or other third party including minors). You represent and warrant that you are authorised to provide their personal data to us and you have obtained their consent to the collection, use, disclosure and processing of their Personal Data in accordance with this Notice.

We reserve the right to update and amend this Notice and our Personal Data Protection Policy from time to time. We will notify you of any amendments to this Personal Data Protection Notice or our Personal Data Protection Policy via announcements on our website or other appropriate means. If we amend this Personal Data Protection Notice or our Personal Data Protection Policy, the amendment will only apply to personal data collected after we have posted the revised Personal Data Protection Notice or Personal Data Protection Policy.

AEQON aims to comply with the requirements of the Personal Data Protection Act (PDPA). We will respond within 30 (thirty) working days upon the receipt of your Request. Please post out the request forms to the letterhead stated address. Thank you for your understanding.

Name:

Signature:

Date:

**AEQON PTE LTD**

8 Aljunied Avenue 3
The Pulse
Singapore 389933
An EXEO Global Company

+65 6957 1111
enquiry@aeqon.com.sg
www.aeqon.com.sg
UEN 201102048W

DATA CORRECTION REQUEST FORM

Please provide us with your particulars so that we can verify your identity in order to process this request.

Your Name (in full)	
Your Company Address	
Your Contact Details	Contact No.: Fax No.: Email Address:
Please state the nature of your relationship with us	<input type="checkbox"/> A current/ former customer <input type="checkbox"/> A current/ former employee <input type="checkbox"/> A current/ former vendor/ supplier/ distributor/ business partner/ service provider <input type="checkbox"/> Other (Please specify) _____
Please state the personal data you are requesting to have corrected or updated	
Please provide the corrected or updated personal data	
Please sign this form, check the information you have provided, then send this form together with the supporting documents to us.	<input type="checkbox"/> By ticking this box, I hereby declare and confirm that all information and supporting documents provided by me in connection with this Correction Request are true, accurate and complete. I understand that it will be necessary for AEQON to verify my identity and that AEQON may contact me for more detailed information in order to correct or update the personal data requested and I consent to the collection, use and disclosure of the personal data that I have provided in this form for the purpose of complying with my Correction Request. Date: _____

Important Notes:

(1) Please note that AEQON reserves the right to refuse to comply with your Data Correction Request as may be permitted under the Personal Data Protection Act 2012. We can only provide you with personal data that is in our possession or under our control. To process this request, the information in this form may need to be given to third party service providers to AEQON.

(2) Personal data collected on this form is required to enable your Data Correction Request to be processed, and will only be used in connection with such request.

For official use only:

Received by:		Date	
Verified by:		Date:	
Remarks:			