

## **Personal Data Protection Policy**

**Updated Date: 4 September 2024**

### **1. Introduction**

At **Elevat3** (hereinafter referred to as “the Company”), we are committed to safeguarding your personal data in accordance with the Personal Data Protection Act 2012 (PDPA) of Singapore. This policy outlines how we collect, use, disclose, and protect the personal data of our employees, clients, and stakeholders.

### **2. Collection of Personal Data**

We collect personal data in the course of our business operations. The types of personal data we may collect include, but are not limited to:

- Name
- Email address
- Contact number
- Residential address

### **3. Purpose of Data Collection**

We collect personal data for the following purposes:

- Employment-related purposes, including communication and record-keeping for employees.
- Service delivery for events, including managing event personnel and logistics.
- Compliance with legal and regulatory obligations.

### **4. Methods of Data Collection**

We collect personal data through the following channels:

- Google Forms
- In-person interactions
- WhatsApp communications

## **5. Use and Disclosure of Personal Data**

Personal data collected by the Company will only be used for the stated purposes. Data may be shared with third parties in the following circumstances:

- Event-specific parties for the purpose of coordinating manpower and event logistics.
- Government agencies or regulators upon request in compliance with legal obligations.

## **6. Data Protection Measures**

We have implemented the following measures to ensure the protection of personal data:

- Access control mechanisms are in place to restrict unauthorized access to personal data.
- Personal data is stored securely, and access is granted only to authorized personnel.

## **7. Retention of Personal Data**

The Company retains personal data for varying durations, depending on the nature of the data:

- Event-related data: Retained for up to 1 year after the event, or upon client requests for removal.
- Employee records: Retained for up to 3 years post-employment for legal and administrative purposes.

## **8. Access to and Correction of Personal Data**

Individuals may request access to or correction of their personal data held by the Company. Such requests are subject to applicable legal and regulatory requirements. Requests can be made by contacting our Data Protection Officer (DPO).

## **9. Withdrawal of Consent**

Individuals may withdraw their consent for the collection, use, or disclosure of their personal data at any time by submitting a formal request to the DPO. However, the withdrawal of consent may affect the Company's ability to provide services or fulfil employment-related obligations.

## 10. Data Protection Officer (DPO) Contact

For any inquiries or requests concerning personal data, you may contact our Data Protection Officer:

**Name:** Loh Jian Wei, Jarryl

**Email:** [hello@elevat3.co](mailto:hello@elevat3.co)

**Phone:** +65 8884 5478

## 11. Amendments to Policy

The Company reserves the right to update or amend this policy from time to time to ensure ongoing compliance with PDPA or as operational needs require.

Lee Ti Keng

Operations Director

A handwritten signature in black ink, appearing to be 'Lee Ti Keng', written over a faint circular stamp or watermark.