

## **SINGAPORE INSTITUTE OF LEGAL EDUCATION PRIVACY POLICY**

The Singapore Institute of Legal Education respects your privacy. This privacy policy outlines how we handle your personal data.

In this policy, “Personal Data” refers to data 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 to, but does not include business contact information.

### **1. COLLECTION AND USE OF PERSONAL DATA**

1.1 Examples of ways through which we may collect your Personal Data directly or indirectly from you or your authorised representatives include (but are not limited) to:

- when you contact us with queries, requests, feedback or other comments;
- when you submit information to us by way of any applications lodged with the Institute;
- when you apply to and/or undertake our courses or examinations, or courses run by appointed third-parties;
- when you submit information to third parties for the purposes of claiming CPD points;
- when you visit our premises and/or register yourself as a visitor to our office using the Envoy digital registration portal;
- when you make any declaration pursuant to section 25(ca) of the Legal Profession Act or rule 5(4)(e)(i) of the Legal Profession (Regulated Individuals) Rules 2015;
- when such information is publicly available.

1.2 The Personal Data which we obtain through the above-mentioned means may include but not be limited to Personal Data in the nature of your name and personal contact details, which we may collect and use for the purposes of responding to your queries, requests, feedback or other comments, processing any applications and payments, enabling your physical entry into course or other venues, reminding you of your statutory obligations, notifying you of updates and changes related to the statutory schemes administered by the Institute, complying with applicable laws, regulations or other legal requirements, or otherwise performing our activities and operations, and to enable you to access our website and online portals. It may include but not be limited to Personal Data in the nature of audio-visual CCTV footage if you visit our premises, which we may collect and use for coaching and monitoring purposes, and photographic, audio and/or visual recordings of your participation in courses and examinations run by the Institute or appointed third-parties (including such personal data collected by the third-parties), which we may collect and use for evaluation and record purposes.

1.3 Please keep in mind that if you disclose your Personal Data to third parties such as Embark, Zendesk, SurveyMonkey, Examssoft or Envoy in the course of your interaction with the Institute, this information may be collected and used by them.

### **2. SHARING OF PERSONAL DATA**

2.1 We may, for the purposes listed at paragraph 1.2, disclose your Personal Data to third parties (such as Embark, Zendesk, SurveyMonkey, Examssoft or Envoy) who provide us with administrative, operational, logistical, business, accounting, financial, software, information technology, support or other services. Please bear in mind that your Personal Data may be transferred outside of Singapore

if these parties' servers are internationally located. Please refer to the privacy policies of the respective organisations for full details.

2.2 We may, for the purposes listed at paragraph 1.2, disclose your Personal Data to courts, tribunals, the Singapore Academy of Law, the Law Society of Singapore, law enforcement agencies, regulatory authorities and other governmental agencies.

2.3 We do not sell, rent or lease your Personal Data to third parties.

### **3. PROTECTING YOUR PERSONAL DATA**

We secure your Personal Data from unauthorised access, use or disclosure. We protect the Personal Data in our possession on controlled and secured computer servers which are protected from unauthorised access, or in restricted physical locations.

### **4. WITHDRAWING CONSENT**

4.1 You may refuse or withdraw consent to the Institute collecting, using or disclosing your Personal Data by giving prior written notice, provided that this does not prevent us from being able to exercise our statutory powers. You will need to allow us reasonable time to update our records. By refusing or withdrawing consent, you acknowledge that we may not be able to perform our activities and operations for your benefit.

4.2 For avoidance of doubt, withdrawal of consent to the handling of your Personal Data will not be applicable where consent is not required.

### **5. ACCESSING AND/OR CORRECTING YOUR PERSONAL DATA**

5.1 You may request access to or correction of your Personal Data by sending an email to [DPO@sile.edu.sg](mailto:DPO@sile.edu.sg).

5.2 We will endeavour to contact you within 10 working days of your request. Please note that you may be charged an administrative fee in addition to disbursements incurred, depending on the nature of your request.

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