

Privacy Policy

Moncourt Group Pte Ltd's (Singapore UEN 201501793G) and its majority owned subsidiaries (Moncourt Group) policy for dealing with your personal data is explained below (Privacy Policy).

Personal Data We Collect

When used in this policy, "personal data" has the meaning given to that term in the Singapore Personal Data Protection Act 2012. We may collect the following types of personal data from you:

- Name;
- Residential and/or business address;
- Email address;
- Post code;
- Gender;
- Age and date of birth;
- Signature;
- Telephone number.

Cookies

We may use temporary (session) cookies or permanent cookies when you access our web site. This allows us to recognise your browser and track the web pages you have visited. You can switch off cookies by adjusting the settings on your web browser.

How We Collect Your Personal Data

Collection of your personal data can occur through the following interactions:

- When you communicate with us directly (by email, telephone, direct mail or any other means); and/or
- When you visit our website or register to receive notifications.

How We Hold Your Personal Data

We may hold your personal data in either electronic or hard copy form. If you provide information to us electronically we retain this information in our computer systems and databases. If you provide information to us in hard copy (paper) this information is normally retained in our files and a copy is made to our electronic files.

Security

We use industry standard security measures to safeguard and protect your personal data. If we are unable to collect your personal data, some or all of the following may occur:

- We may be unable to provide services to you;
- We may be unable to communicate with you to provide information about services that you have procured from us, or may intend to procure in the future;
- We may be unable to tailor the content of our marketing communications to suit your preferences;
- Your experience when interacting with us may be delayed or not as efficient as you may expect.

Purpose Of Collection Of Your Personal Data

We collect your personal data so that we can carry out the following actions (“Purpose”):

- To provide you with services and information that you have requested from us;
- To communicate with you, including about services and events which might interest you;
- To answer your questions and provide you with information or advice;
- To create accounts, tax invoices or receipts;
- Provide your personal data to third parties that assist us in providing services you have requested;
- To consider and respond to complaints made by you;
- To comply with laws or regulations or to comply with any directions given by regulators or authorities.

Disclosure Of Your Personal Data

Your personal data may be disclosed in connection with any Purpose to any of the following:

- Our employees, contractors or service providers, to the extent reasonably necessary to fulfil our obligations to you;
- Our business advisors, including lawyers, accountants or other professional service providers, to the extent reasonably required;
- Suppliers and other third parties with whom we have commercial relationships, for business, payment processing, marketing and related purposes;
- If required by law, to any person authorised by such law.

Your personal data will not be shared, sold, rented or disclosed other than as described in this Privacy Policy.

Direct Marketing

We may send you direct marketing communications and information about services offered by us or our partners via email, SMS, or regular mail. If you have indicated a preference for a method of communication, we will endeavour to use that method wherever practical to do so. You may opt out of receiving marketing communications at any time by responding via the channel in which you received the marketing communication, or by contacting us (see contact information below). You can unsubscribe from emails by clicking the unsubscribe link on the footer of the email communication you have received.

How You May Access Your Data

You may access your personal data held by Moncourt Group by making a request to us.

Email: info@MoncourtGroup.com

Mail: Privacy Officer
Moncourt Group
10 Anson Road
#10-11 International Plaza
079903
Singapore

Correction Of Your Personal Data

If you would like us to update or amend your personal data, please contact us and we will make the requested amendments. We may ask you to verify your identity to ensure that personal data we hold is not improperly accessed.

Complaints

If you feel your privacy has been breached, please contact us using the contact information above setting out the circumstances and reasons for your complaint.

Overseas Disclosure Of Personal Data

We may disclose your personal data to third parties and service providers located overseas in connection with any Purpose. We take reasonable steps to ensure that the overseas recipients of your personal data do not breach the privacy obligations relating to your personal data.