



## Privacy Statement

1. This privacy statement describes Advanced Cell Therapy and Research Institute, Singapore's (the "**Privacy Statement**" and "**ACTRIS**" respectively) policies and procedures on the collection, use and disclosure of your information (including Personal Data and Usage Data) when you register for the webinar(s), course(s), seminar(s), workshop(s), programme(s) and/or event(s) (collectively known as the "**Event(s)**") via the registration form at [www.actris.sg](http://www.actris.sg) (the "**Registration Form**").
2. This Privacy Statement supplements but does not supersede nor replace any consent which you may have previously provided to ACTRIS, nor does it affect any rights that ACTRIS may have at law in connection with the collection, use and/or disclosure of your Personal Data.
3. By registering for the Event(s), attending the Event(s), or by providing your information in relation to the aforesaid, you agree to the collection and use of information in accordance with this Privacy Statement. ACTRIS will not use or share your information with anyone except as described in this Privacy Statement.

### I. Definitions

4. The words of which the initial letter is capitalized have meanings defined under the following conditions. The following definitions shall have the same meaning regardless of whether they appear in singular or in plural.
  - **Device** means any device that can access the Event(s) or Registration Form, which may include, but is not limited to, a computer, cell phone or a digital tablet.
  - **Personal Data** means data, whether true or not, about an individual who can be identified (a) from that data; or (b) from that data and other information to which ACTRIS has or is likely to have access to.
  - **Usage Data** refers to data collected automatically, either generated by your access to the Event(s) or Registration Form (e.g. the duration of your attendance in the Event(s), etc.).

### II. Collection Of Personal Data

5. In order to gain access to the Event(s), ACTRIS may ask you to provide, and may collect from you, your Personal Data, which may include but is not limited to your email address, name, contact details, residential address or date of birth.
6. The Registration Form may use "cookies" or similar tracking technologies to track your activity on the Registration Form and store certain information such as the number of users and frequency of use, profile of users and their preferred sites. You can choose to accept or decline the use of such cookies through your web browser. You may wish to note that in the event you decline the use of cookies, the Registration Form may not be available to you.
7. In any event that you provide ACTRIS with any Personal Data belonging to and/or relating to a third person (e.g., information about a person's spouse, children, parents, employees, etc.), by submitting any such information to ACTRIS, you represent that you have obtained the relevant consent of any such third person to provide ACTRIS with their Personal Data.

### III. Usage Data

8. Usage Data is collected automatically when accessing the Event(s) and the Registration Form.
9. Usage Data may include information such as your Device's Internet Protocol address (e.g. IP address), browser type, browser version, the time and date of your visit, the time spent on the Registration Form, unique device identifiers and other diagnostic data.



10. When you access the Event(s) or Registration Form through a mobile device, ACTRIS may collect certain information automatically, including, but not limited to, the type of mobile device you use, your mobile device unique ID, the IP address of your mobile device, your mobile operating system, the type of mobile Internet browser you use, unique device identifiers and other diagnostic data.
11. ACTRIS may also collect information that your Device sends whenever you access the Registration Form or Event(s).

#### **IV. Use, Sharing And Disclosure Of Personal Data And Usage Data**

12. ACTRIS may use, share and disclose Personal Data and Usage Data for the following purposes:
  - a. For business and administrative operations of ACTRIS, including but not limited to employment management, recruitment activities, security and risk management;
  - b. Corporate governance (including internal and company audits) and policy reviews;
  - c. For contact purposes: To contact you for purposes related to the Event(s), including but not limited to email communication, telephone calls, SMS, or other equivalent forms of electronic communication;
  - d. For marketing purposes: To inform you of any news, special offers and/or general information about events which ACTRIS offers that are similar to the Event(s) that you have registered for, unless you have opted not to receive such information;
  - e. To adhere to legal and regulatory requirements: Under certain circumstances, ACTRIS may be required to disclose your Personal Data if required to do so by law or in response to requests by public authorities (e.g. a court or government agency, government ministries, statutory boards and governmental agencies.);
  - f. Protect or defend the rights or property of ACTRIS;
  - g. Prevent or to investigate wrongdoing in connection with the Event(s);
  - h. Protect the personal safety of the participants or hosts of the Event(s) or the public; and
  - i. For any other purposes reasonably related to the above.
13. ACTRIS may share the Personal Data and Usage Data within ACTRIS and ACTRIS' related business units, corporations, subsidiaries, affiliates, and associated entities) and with its service providers (which may be third parties) for the following purposes:
  - a. to ensure the functionality of the Event(s) and the Registration Form;
  - b. for business and administrative operations of ACTRIS;
  - c. for risk and security management; and
  - d. any other purpose reasonably related to the above.
14. Personal Data and Usage Data collected by ACTRIS may be shared with the Ministry of Health, the relevant regulatory authorities for healthcare, statutory bodies, and public agencies in order to comply with their respective requirements, policies, and directives.

#### **V. Retention Of Personal Data**

15. The ACTRIS will retain Personal Data for as long as is necessary until the purpose for which it was collected for no longer exists. ACTRIS will retain and use your Personal Data to the extent necessary to comply with our legal obligations (for example, if ACTRIS is required to retain your data to comply with applicable laws), resolve disputes, and enforce ACTRIS legal agreements and policies.
16. ACTRIS will also retain Usage Data for internal analysis purposes, to strengthen the security or to improve the functionality of the Event(s), or if ACTRIS is legally obligated to retain this data for longer time periods.
17. You may, at any time, withdraw your consent to ACTRIS collection, use and/or disclosure of your Personal Data by giving reasonable notice to ACTRIS. However, doing so may prevent you from accessing the Event(s) or Registration Form. Despite your withdrawal of consent to ACTRIS collection, use and/or disclosure of Personal Data, ACTRIS may continue to retain, use, disclose and/or process your Personal Data if permitted or required under applicable law



## **VI. Security Of Personal Data**

18. The security of your Personal Data is important to ACTRIS. To safeguard your Personal Data, ACTRIS has put in place appropriate administrative and technical measures, including, but not limited to, restricting access to your Personal Data to only authorised personnel, ensuring it has up to date anti-virus protection and appropriate security systems. No method of transmission over the internet, or method of electronic storage is 100% secure. While ACTRIS strives to use commercially and governmentally acceptable standards to protect your Personal Data, ACTRIS cannot guarantee its absolute security.

## **VII. Links to Third Party Websites and Materials**

19. The Registration Form may contain links to third party websites and/or materials which are not operated by ACTRIS, whose data protection and privacy practices are different from this Privacy Statement. If you click on such links, you will be directed to that third party's websites, and/or materials. ACTRIS has no control over and assumes no responsibility for the content, privacy policies or practices of such third party websites and/or materials. ACTRIS shall not be liable to you or any third party for any damage or loss whatsoever arising from your access to or use of those third party websites and/or materials. Use of the links and access to those websites and/or materials are entirely at your own risk.

## **VIII. Changes to this Privacy Statement**

20. ACTRIS reserves the right to revise and update this Privacy Statement at any time. Should any modification to this Privacy Statement occur, ACTRIS will post the revised and/or updated Privacy Statement on [www.actris.sg](http://www.actris.sg)

## **IX. Contact ACTRIS**

21. If you have any questions or require more information about this Privacy Statement, you can contact ACTRIS via email at [education@actris.cris.sg](mailto:education@actris.cris.sg)