

## **Privacy Policy**

This is the Privacy Policy ("Privacy Policy") for the Web site available at <https://www.digital-realtor.com> (the "Site"). Please take a moment to read this Policy so that you know and understand the purposes for which we collect, use and disclose your Personal Data.

This Privacy Policy applies to the collection, use and disclosure of Personal Data (hereinafter defined) of its clients/customers by Digital Realtor ("the Organisation"), with regards to your use of the Site. Your use of this Site signifies your understanding and acceptance of the terms of this Privacy Policy.

We recognise the importance of protecting your privacy and shall use reasonable endeavours to respect the confidentiality of and keep safe all Personal Data collected and stored, and to assist you in making informed decisions when using the Site. This Privacy Policy will be continuously assessed against new legislations by the Singapore Government, new technologies, business practices and our clients' needs. As we update and diversify our products and services, this Privacy Policy may evolve. Please check this page for updates periodically. We will try to post any changes to this Privacy Policy before they become effective.

This Policy supplements but does not supersede nor replace any other consents you may have previously provided to us in respect of your Personal Data, and your consents herein are additional to any rights which we may have at law to collect, use or disclose your Personal Data.

For the purposes of this Policy, in line with the provisions under the Singapore Personal Data Protection Act 2012 (No. 26 of 2012) (the "Act"), "Personal Data" shall mean data, whether true or not, about an individual who can be identified from that data; or from that data and other information to which an organisation has or is likely to have access. Such Personal Data shall also refer to that which is already in the possession of Digital Realtor or that which shall be collected by Digital Realtor in the future.

Digital Realtor shall not be liable for any damage, claim and/or harm suffered by you as a result of your failure to update us of any change of your Personal Data.

Please note: by using or registering with our Site or by providing personal information, you agree to the terms of this Privacy Policy.

### **THE TYPE OF INFORMATION WE COLLECT**

There are several areas where you can submit information to us. References to "personal information" contained in this Privacy Policy means your name, telephone/mobile number, e-mail address, subscription details (i.e., particular information type where you request to be notified of latest news), and any other information that personally identifies you or would permit us to contact you.

Where possible, we will validate your Personal Data provided using generally accepted practices and guidelines. This includes the use of checksum verification on numeric fields. In some instances, Digital Realtor is able to validate the Personal Data provided against pre-existing data held by us. To assist in ensuring the accuracy of your Personal Data in our possession, so as to allow Digital Realtor to remain in compliance with the Personal Data Protection Act, you are required to inform us of any updates of any parts of your Personal Data by sending a clearly worded email to us at the email address [enquiries@digital-realtor.com](mailto:enquiries@digital-realtor.com).

If you provide us with any Personal Data relating to a third party (e.g. information of your spouse, friend, colleague, etc), by submitting such information to us, you represent to us that you have obtained the consent of the third party to you providing us with their Personal Data for the respective purposes.

Please note that if your Personal Data has been provided to us by a third party (e.g. through a referral), you should contact that individual to make such queries, complaints and access and correction requests to Digital Realtor on your behalf.

### **INFORMATION VOLUNTARILY PROVIDED BY YOU**

There are forms in the website which are available for you to submit your interest with information fields to be filled in. When you provide us with this information in the information fields, it is understood that you permit us to contact you (via phone call, SMS, Whatsapp, e-mail or other mobile communication applications) regardless of whether the contact details (i.e. mobile numbers) are registered with the Do Not Call (DNC) Registry. For special instructions with the contact number, please key inside the comment box.

Types of communications from us are via "phone call", "SMS", "Whatsapp", "e-mail" or other mobile communication applications.

We strive to provide top-notch service, as such, in order to keep our registered users informed about our latest news, projects, products and services, we may send e-mails and announcements regularly to your personal mobile number or email address that you provided to us.

Users with malicious intention such as but not limited to; providing the Site false and inaccurate information of particulars not belonging to themselves will be referred (with hardware and IP address) to the relevant authority for cyber harassment.

#### Contacting Us:

We welcome individuals with questions or problem related to use of the Site to contact us at our provided contact form on our website, or to e-mail us at [enquiries@digital-realtor.com](mailto:enquiries@digital-realtor.com)

#### PROTECTION OF PERSONAL DATA

Digital Realtor uses commercially reasonable physical, managerial and technical safeguards to preserve the integrity and security of your Personal Data and will not knowingly allow access to this data to anyone outside Digital Realtor, other than to you or as described in this Policy. However, we cannot ensure or warrant the security of any information you transmit to us and you do so entirely at your own risk. In particular, Digital Realtor does not warrant that such information may not be accessed, altered, collected, copied, destroyed, disposed of, disclosed or modified by breach of any of Digital Realtor's physical, technical or managerial safeguards.

#### THIRD-PARTY INFORMATION

##### Links:

When using our Website, you may click through certain links. We are not, however, responsible for any other website, or their respective privacy policy or how they treat information about their users. We strongly advise you to review their privacy policies to find out how they are treating your personal information.

#### WHEN AND WITH WHOM WE MAY SHARE YOUR INFORMATION

##### Vendors:

By interacting with us, submitting information to us, or engaging in services offered by us, you agree and consent to Digital Realtor as well as to its respective representatives (collectively referred to herein as "Digital Realtor", "us", "we" or "our") collecting, using, disclosing and sharing amongst themselves your Personal Data, and disclosing such Personal Data to Digital Realtor's authorised service providers and relevant third parties in the manner set forth in this Policy.

We may share your personal information with individuals acting to liaise with you for the purpose of attending the Wordpress class. Each vendor must agree to implement and maintain reasonable security procedures and practices appropriate to the nature of your information in order to protect your personal information from unauthorised access, destruction, use, modification or disclosure.

##### Legally compelled disclosure:

We will also disclose your personal information when required to do so by law, for example, in response to a court order or a subpoena or other legal obligation, in response to a law enforcement agency's request, or in special cases when we have reason to believe that disclosing your personal information is necessary to identify, contact or bring legal action against someone who may be causing injury to or interference with (whether intentionally or unintentionally) our rights or property.

##### Change of Policy:

Digital Realtor reserves the right to alter any of the clauses contained herein in compliance with local legislation and/or to meet international policy requirements, and for any other purpose deemed reasonably necessary by us. You should look at these terms regularly. If you do not agree to the modified terms, you should inform us as soon as possible of the terms to which you do not consent. Pending such notice, if there is any inconsistency between these terms and the additional terms, the additional terms will prevail to the extent of the inconsistency.

##### Governing Law:

This Policy is governed by and shall be construed in accordance with the laws of Singapore. You hereby submit to the non-exclusive jurisdiction of the Singapore courts.

##### Miscellaneous:

This Policy only applies to the collection and use of Personal Data by Digital Realtor. It does not cover third party sites to which we provide links, even if such sites are co-branded with our logo. Digital Realtor does not share your Personal Data with third party websites. Digital Realtor is not responsible for the privacy and conduct practices of these third party websites, so you should read their own privacy policies before disclosure of any Personal Data to these websites.

Digital Realtor will not sell your personal information to any third party without your permission, but we cannot be responsible or held liable for the actions of third party sites which you may have linked or been directed to Digital Realtor's website.

##### Your Acceptance of this Privacy Policy:

By using this Site, you signify your acceptance of our Privacy Policy. If you do not agree to this Privacy Policy, please do not use our Site. We reserve the right, at our discretion, to change, modify, add, or remove portions

from this Privacy Policy at any time so visitors are encouraged to review this Privacy Policy from time to time. Your continued use of our Site following the posting of changes to these terms means you accept these changes.