

PRIVACY STATEMENT

We respect the privacy of individuals and are committed to protecting the personal data of individuals which we collect in accordance with the Personal Data Protection Act 2012 (“PDPA”).

By providing your personal information to us, you consent to the collection, use and disclosure of your personal information in accordance with this privacy statement.

If you are only browsing this website or using the search function, we do not capture data that allows us to identify you individually. This website automatically receives and records information on our server logs from your browser, including your IP address, cookie information, and the page(s) requested. Please note that this website may contain links to other websites not maintained by us. Such third party websites are subject to their own data protection and privacy practices and you are encouraged to examine the privacy policies of those websites.

We may use the personal information that you provide for the purposes for which the personal data was collected, including:-

- (a) To evaluate or assess your application;
- (b) To provide and improve our services;
- (c) To contact you regarding any complaints, feedback, queries or requests;
- (d) To provide you with information on our courses and programmes;
- (e) To contact you for any of our activities;
- (f) For billing and verification purposes;
- (g) To handle any issues which have come to our attention;
- (h) For our internal records and administrative purposes;
- (i) Where required by any act, statute, law, or regulation, or by the order of a government authority or a court or tribunal of competent jurisdiction;
- (j) Such other purposes consented by you or as permitted by law for which your personal information is collected; and
- (k) Any other purpose reasonably related to the aforesaid

We may from time to time disclose your personal information to our affiliates for the aforesaid purposes. We may also disclose your personal information to third parties whom we have engaged to maintain this website or to protect the security or integrity of this website and our databases. We will use commercially reasonable efforts to ensure that our affiliates and such third parties do not use your personal information for a purpose other than the purposes for which the personal information were originally given.

We may disclose your information in special circumstances, such as where the disclosure is necessary to protect the safety, property, or other rights of the College, our members, our staff, or any other relevant person, or where otherwise required by law.

We undertake to keep strictly secret and confidential the personal information provided by you save and except where disclosure may be required to be made pursuant to any applicable laws and regulations or is permitted under this privacy statement.

We reserve the right to vary, modify or amend any terms of this privacy statement from time to time. Any variation, modification or amendment of any terms of this privacy statement shall apply with immediate effect.

This Policy shall be interpreted, construed and governed by the laws of Singapore.

Should you have any enquiries, feedback or comments relating to your personal information collected by us, you may contact us at admin@tca.edu.sg.

隐私声明

我方尊重任何人的个人隐私权，并将致力于保护我方依据2012年个人资料保护法令（以下简称“法令”）所收集的个人资料。

若您将个人资料提供于我方，即表示您同意根据本隐私声明所进行的对您的个人资料的收集、使用和披露行为。

若您只是浏览本网站或使用搜索功能，则我方将不会收集能够用以辨认您的个人身份的资料。本网站将自动接收来自您的网页浏览器中的资料，并将把所得资料记录于我方的服务器日志内，当中该所得资料包括您的IP地址、COOKIE信息以及您所要求的页面。敬请注意，本网站中或许含有通往其他网站的链接，而这些网站并非由我方所维护。此类第三方网站均具有各自的资料保护和隐私政策，我方建议您需仔细阅读该类网站中的隐私政策。

我方将把您所提供的个人资料用于收集该个人资料的目的，当中包括： -

- (l) 用以审核或评估您的申请；
- (m) 用以提供或改善我方的服务；
- (n) 针对任何投诉、反馈、查询或申请与您联络；
- (o) 用以向您提供有关我方各类课程方面的资讯；
- (p) 针对我方的任何活动与您联络；
- (q) 用以收费和验证目的；
- (r) 用以处理引起我方注意的任何问题；
- (s) 用以我方的内部记录和行政管理目的；
- (t) 当须遵守任何法令、法律或法规、或具有管辖权的政府机构或法院或法庭所颁布的命令的情况下；
- (u) 用以其他由您所同意或由法律允许的、针对收集您的个人资料方面的目的；以及
- (v) 任何与前述事项合理相关的其他目的

我方可随时根据上述目的同我方的关联机构披露您的个人资料。我方也可为符合本网站的维护目的或为保护本网站以及我方的数据库的安全和完整性，而向所聘请的相关第三方披露您的个人资料。我方将善尽商业上的合理努力以确保我方的关联机构和此类第三方不会将您的个人资料用于除收集该个人资料的原本目的以外的其他目的。

我方可在特殊情况下披露您的个人资料，如：为保护本院、我方的会员、员工或其他任何相关人士的安全、财产或其他权利，或在法律另有规定的情况下。

除非必须遵照任何适用法律和法规，或在本隐私声明所允许的情况下进行披露，否则我方承诺将对您所提供的个人资料进行严格保密。

我方保留不时变更、更改或修改本隐私声明中所列的任何条款的权利。任何针对本隐私声明的条款所作的变更、更改或修改应于更动后即日起生效。

本政策应根据新加坡法律进行诠释、理解并受其管辖。

若您有任何关于我方收集您的个人资料方面的查询、反馈或意见，请发送电邮至 admin@tca.edu.sg，与本院联络。