# DATA PROTECTION NOTICE (PRIVACY POLICY)

This Data Protection **Notice** ("**Notice**") sets out the basis upon which **Wizlogix Pte Ltd** ("we", "us" or "our") may collect, use, disclose or otherwise process personal data of our customers/partners/employees in accordance with the Personal Data Protection Act 2012 ("**PDPA**"). This Notice applies to personal data in our possession or under our control, including personal data in the possession of organisations which we have engaged to collect, use, disclose or process personal data for our purposes.

## PERSONAL DATA

1. As used in this Notice:

   "**customer**" means an individual who (a) has contacted us through any means to find out more about any goods or services we provide, or (b) may, or has, entered into a contract with us for the supply of any goods or services by us; and

   "**partner**" means an individual who involved in a legal form of **partner** relationship with us on our business dealings, including persons who are our suppliers as well as the trainers who conduct technical courses organised by us; and

   "**employee**" means all persons engaged in a contract of service with us (whether on a part-time, temporary or full-time basis) and interns and trainees working at or attached to us (collectively referred to as "employees") as well as persons who have applied for any such position with us ("job applicants"), and all references to "employment" shall apply equally to internships and traineeships (as may be applicable); and

   "**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 we have or are likely to have access.

2. Depending on the nature of your interaction with us, some examples of personal data which we may collect from you include your name and identification information such as your NRIC/ Passport number, contact information such as your address, email address or telephone number, nationality, gender, date of birth and emergency contact.

3. Other terms used in this Notice shall have the meanings given to them in the PDPA (where the context so permits).

## COLLECTION, USE AND DISCLOSURE OF PERSONAL DATA

4. We will inform you of the purposes for which we collect, use or disclose your personal data and obtain consent where the PDPA requires it. Consent may be given or deemed to have been given in accordance with the PDPA. We may collect, use or disclose personal data without consent where this is permitted or required by the PDPA or other written law. Before using or disclosing your personal data for a new purpose, we will notify you and obtain consent where required by law.

5. We may collect and use your personal data for any or all of the following purposes:

   (a) performing obligations in the course of or in connection with our provision of the goods and/or services requested by you; performing obligations in the course of or in connection with your contract of partner relationship with us; performing obligations in the course of or in connection with your contract of employment with us;

   (b) verifying your identity;

   (c) responding to, handling, and processing queries, requests, applications, complaints, feedback and administrative related matters from you;

   (d) managing your relationship with us;

(e) processing payment or credit transactions;

(f) sending you marketing information about our goods or services including notifying you of our marketing events, initiatives and promotions, lucky draws, membership and rewards schemes and other promotions;

(g) complying with any applicable laws, regulations, codes of practice, guidelines, or rules, or to assist in law enforcement and investigations conducted by any governmental and/or regulatory authority, for example, providing required information to Inland Revenue Authority of Singapore (IRAS) for submission of withholding tax for overseas trainers who conduct training in Singapore;

(h) any other purposes for which you have provided the information;

(i) transmitting your personal data to unaffiliated third parties, including third-party service providers and agents, and relevant governmental or regulatory authorities in Singapore or abroad, where reasonably necessary for the purposes described above. If we organise an event with partners, this may include sharing relevant contact details with those event partners and trainers where reasonably necessary to organise or deliver the event; and

(j) any other incidental business purposes related to or in connection with the above.

6. We may disclose your personal data:

(a) where such disclosure is required for performing obligations in the course of or in connection with our provision of the goods or services requested by you; in the course of or in connection with your contract of partner relationship with us; in the course of or in connection with your contract of employment with us; or

(b) to third-party service providers and agents, including event partners and trainers involved in an event you register for, where disclosure of relevant contact details is reasonably necessary to organise or deliver the event; and to relevant governmental or regulatory authorities in Singapore or abroad where required by law or for a purpose listed in clause 5.

7. The purposes listed in the above clauses may continue to apply even in situations where your relationship with us (for example, pursuant to a contract) has been terminated or altered in any way, for a reasonable period thereafter (including, where applicable, a period to enable us to enforce our rights under any contract with you).

**WITHDRAWING YOUR CONSENT**

8. You may withdraw any consent, including deemed consent, by giving us reasonable notice. You may submit your request by email to our Data Protection Officer at sales@wizlogix.com. We will inform you of the likely consequences. Subject to any collection, use or disclosure permitted or required by law, we will stop processing your personal data for the purposes covered by your withdrawal.

9. We will process withdrawal requests as soon as reasonably possible. In general, we aim to process your request within ten (10) business days. If a request is complex or requires more time, we will let you know.

10. Whilst we respect your decision to withdraw your consent, please note that depending on the nature and scope of your request, we may not be in a position to continue providing our goods & services to you or our cooperation with you and we shall, in such circumstances, notify you before completing the processing of your request. Should you decide to cancel your withdrawal of consent, please inform us in writing in the manner described in clause 8 above.

11. Please note that withdrawing consent does not affect our right to continue to collect, use and disclose personal data where such collection, use and disclose without consent is permitted or required under applicable laws.

## ACCESS TO AND CORRECTION OF PERSONAL DATA

12. You may request access to personal data about you that we hold and information about how it has been or may have been used or disclosed during the year before your request. You may also ask us to correct personal data that is inaccurate or incomplete. Please submit your request by email to sales@wizlogix.com.

13. We will respond to access requests as soon as reasonably possible and correction requests as soon as practicable. If we cannot respond within thirty (30) days, we will inform you in writing within that period of when we expect to respond. Unless we have reasonable grounds not to, we will correct inaccurate or incomplete personal data as soon as practicable and, where required, send the correction to organisations to which we disclosed the data during the preceding year. If we refuse an access request, we will preserve a complete and accurate copy of the requested personal data for the period required by law. We may refuse an access or correction request where the PDPA permits or requires this.

## PROTECTION OF PERSONAL DATA

14. We make reasonable security arrangements to protect personal data in our possession or under our control against unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks.

15. No method of transmission over the Internet or electronic storage is completely secure. We take reasonable steps to protect your personal data, but security cannot be guaranteed.

## DATA BREACH NOTIFICATION

16. We assess suspected data breaches as soon as practicable and, in any case, within thirty (30) days after becoming aware of the breach. If a breach is notifiable under the PDPA because it results in or is likely to result in significant harm to individuals or is of significant scale (including a breach affecting at least 500 individuals), we will notify the Personal Data Protection Commission as soon as practicable and no later than three (3) calendar days after the day we assess the breach to be notifiable. We will also notify affected individuals where required by law, subject to applicable exceptions.

## ACCURACY OF PERSONAL DATA

17. We make reasonable efforts to ensure that personal data is accurate and complete where it is likely to be used to make a decision affecting you or disclosed to another organisation. Please inform us if your personal data changes, by writing to us or emailing sales@wizlogix.com.

## RETENTION OF PERSONAL DATA

18. We may retain your personal data for as long as it is necessary to fulfil the purpose for which it was collected, or as required or permitted by applicable laws.

19. We will cease to retain your personal data, or remove the means by which the data can be associated with you, as soon as it is reasonable to assume that such retention no longer serves the purpose for which the personal data was collected, and is no longer necessary for legal or business purposes.

## TRANSFERS OF PERSONAL DATA OUTSIDE OF SINGAPORE

20. If we transfer personal data outside Singapore, we will do so in accordance with the PDPA's transfer limitation requirements and ensure that the transferred personal data receives a standard of protection comparable to that under the PDPA. This may include putting legally enforceable obligations in place with recipients.

**DATA PROTECTION OFFICER**

21. You may contact our Data Protection Officer if you have any enquiries or feedback on our personal data protection policies and procedures, or if you wish to make any request, in the following manner:

    By email: sales@wizlogix.com

    By phone: +65 6272 6366

**EFFECT OF NOTICE AND CHANGES TO NOTICE**

22. This Notice applies in conjunction with any other notices, contractual clauses and consent clauses that apply in relation to the collection, use and disclosure of your personal data by us.

23. We may revise this Notice from time to time. You may determine if a revision has taken place by referring to the date on which this Notice was last updated. A revision will not by itself create consent for a new purpose. Where required by law, we will notify you of the new purpose and obtain consent before using or disclosing your personal data for that purpose.

Effective date: 2 November 2026

Last updated: 2 November 2026