

ICC Academy Data Protection Notice

Those individuals who successfully pass an ICC Academy exam are listed on the ICC Academy website as ICC Academy Alumni. The label "ICC Academy Alumni" means that they have successfully gone through a rigorous examination process.

ICC Academy maintains the Alumni records in:

- ICC Academy database
- ICC Academy website (records available to the general public upon search)

In order to comply with the General Data Protection Regulation of 27 April 2016 ("GDPR") and the Singaporean Personal Data Protection Act ("PDPA"), ICC Academy explains in this Data Protection Notice how ICC Academy uses the personal data collected. We will not use or share personal data with anyone except as described in this Data Protection Notice.

Purpose of the data processing

The information requested is collected by ICC Academy for the recording, administration and online publication of your status as an Alumni of ICC Academy.

Data Controller / DPO Data Controller

The International Chamber of Commerce Academy ("ICC Academy"), Maxwell Chambers Suite, 28 Maxwell Rd, 069120 Singapore, Singapore. Contact details of the DPO: dpo@iccademy.com.sg

Legal Basis

Article 6 (1) f of the GDPR / Part 4 Division 1 of the PDPA: the ICC Academy's legitimate interests in developing the knowledge and competence of global trade professionals and building the capacity of companies involved in international commerce to operate effectively.

Categories of data processed:

- Name
- Last Name
- Job Title
- Certificate taken
- Industry
- Country
- Photo (optional)
- LinkedIn profile (optional)

The data comes from you and from your registration as an alumnus of ICC Academy. By providing personal data, you consent to our use of your information as described herein.

Accuracy of Personal Data

We generally rely on personal data provided by you (or your authorised representative). In order to ensure that your personal data is current, complete and accurate, please update us if there are changes to your personal data by informing our Data Protection Officer in writing or via email at the contact details provided below.

Categories of recipients of the data

- ICC Academy teams in charge of missions related to the management of ICC Academy Alumni

Data storage

ICC Academy stores your data within the WordPress database on a Google Cloud Server located in Taiwan.

Data retention period

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.

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.

– Right to access and correct your personal data

If you wish to make (a) an access request for access to a copy of the personal data which we hold about you or information about the ways in which we use or disclose your personal data, or (b) a correction request to correct or update any of your personal data which we hold about you, you may submit your request in writing or via email to our Data Protection Officer at the contact details provided below.

We will respond to your request as soon as reasonably possible. In general, our response will be within thirty (30) business days. Should we not be able to respond to your request within thirty (30) days after receiving your request, we will inform you in writing within thirty (30) days of the time by which we will be able to respond to your request. If we are unable to provide you with any personal data or to make a

correction requested by you, we shall generally inform you of the reasons why we are unable to do so (except where we are not required to do so under the PDPA).

– Right to withdraw your consent

The consent that you provide for the collection, use and disclosure of your personal data will remain valid until such time it is being withdrawn by you in writing. You may withdraw consent and request us to stop collecting, using and/or disclosing your personal data for any or all of the purposes listed above by submitting your request in writing or via email to our Data Protection Officer at the contact details provided below.

Upon receipt of your written request to withdraw your consent, we may require reasonable time (depending on the complexity of the request and its impact on our relationship with you) for your request to be processed and for us to notify you of the consequences of us acceding to the same, including any legal consequences which may affect your rights and liabilities to us. In general, we shall seek to process your request within thirty (30) business days of receiving it.

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 or services to 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.

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.

– Data Protection Officer Singapore

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:

Martina Troppmair

dpo@iccademy.com.sg