

This notice sets out the basis which Cosmoprof International Pte Ltd may collect, use, disclose or process personal data of our customers in accordance with the Personal Data Protection Act ("PDPA"). This notice applies to personal data in our possession or under our control, including personal data in the possession of organisations which we engaged to collect, use, disclose or process personal data for our purposes.

By using our websites, you consent to the disclosure of your personal data for the purpose of supply of goods and services by us.

Depending on your interaction with us, the personal data which we may collect from you include your name, contact information such as address, email address, telephone number, credit card numbers, debit card numbers or bank account information.

We generally do not collect your personal data unless it is provided to us voluntarily by you directly or via a third party who has been duly authorised by you to disclose your personal data to us.

We may collect and use your personal data for the following purposes:

- Performing obligations in connection with our provision of goods / services requested by you.
- Verifying your identity
- Responding to handling, processing queries, requests, complaints, feedback from you
- Managing your relationship with us
- Processing payment / credit card transactions
- Sending you marketing information about goods / services including marketing events, promotions.
- Complying with applicable laws, regulations

We may disclose your personal data:

- Where such disclosure is required for performing obligations in connection to our provision of goods / services requested by you; or
- To third party service providers we have engaged to perform any of the functions listed above.

The consent that you provide for the collection, use and disclosure of your personal data will remain valid until such a time it is withdrawn by you in writing. You may withdraw consent and request us to stop using / disclosing your personal data by writing to our data protection officer at 91 Bencoolen Street #01-69, Singapore 189652.

Upon receipt of your written request to withdraw your consent we shall seek to process your request within ten 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 provide our goods / services to you. 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 law.

If you wish to make a request on the personal data which we may hold about you may request in writing to our data protection officer at the address mentioned above.

To safeguard your personal data, we have introduced appropriate measures to secure the storage and transmission of the data internally and to our third-party service providers on a need-to-know basis.

You should be aware that no method of transmission over the internet or method of electronic storage is completely secure. Whilst security cannot be guaranteed we strive to protect the security of your information.

We generally rely on personal data provided by you. In order to ensure your personal data is current, complete and accurate, please update us if there are changes to your personal data.

We may retain your personal data for as long as it's 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 as soon as it is reasonable to assume that such retention no longer serves the purpose for which the personal data was collected.

We generally do not transfer your personal data to countries outside Singapore. However, if we do so we will obtain your consent for the transfer to be made and to ensure that your personal data will have a standard of protection comparable to that provided under the PDPA.

You may contact our data protection officer if you have any enquiries at 91 Bencoolen Street #01-69, Singapore 189652. Email [academy@cosmoprof.com.sg](mailto:academy@cosmoprof.com.sg)

We may revise this notice from time to time without any prior notice. Your continued use of our services constitutes your acknowledgement and acceptance of such changes.

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