

# **SPMC Personal Information Privacy Policy**

*(Pursuant to Singapore Personal Data Protection Act 2012)*

By registering for the 'Your Heart My Heart' or 'Cinta Abadi' Muslim Pre-Marriage Course on this website, you agree to allow SP Management Consultant (SPMC) to collect and use your personal information in the process of administering the course.

## **Disclosure of personal information**

At SPMC, we have a strict company policy of not disclosing your personal information to third parties with no direct involvement in the administering of this course. For third parties that are involved in the administering of this course in full or part thereof, we will ensure that any information passed on is restricted on a need to know basis (i.e. only what is necessary for their role in ensuring the smooth running of this course). We neither sell nor pass on your personal information to any sponsoring entity beyond the above scope should there be any sponsorship (venue or otherwise) in a particular course.

## **Personal information data retention**

We retain personal data in our database for the sole purpose of administrative record keeping, post marriage follow up programmes and research. Administrative record keeping provides us a way to track prior registration records and respond to registration enquiries. We may contact you in the future with regards to post marriage follow up programmes supported by the Ministry of Social & Family Development (MSF) where available. Data statistics compiled for research is done on a non-personally identifiable basis, and is used to help us improve the delivery of the course.

## **Do Not Call Registry**

We may contact you via phone or SMS as part of our service rendered to you. Such calls and SMS messages are exempted from the Personal Data Protection (Do Not Call Registry) Regulations 2013 as it constitutes a service call.

## **Data security**

Secure HTTP (HTTPS) is used on our website to securely encrypt communication channels between the end user's browser and the web application server. This helps prevent interception of your personal data during registration.