

# PracBiz Transactions (Singapore) Pte Ltd. (PracBiz) Privacy Notice

UEN: 200400675D

This Policy is drafted with reference to the Personal Data Protection Act 2012 (the “Act”). PracBiz believes that compliance with the data protection principles outlined in the Act nurtures good practices that ensure that individuals’ personal information is secured, protected and used fairly and lawfully.

Personal Data in this Notice includes any data about an individual who can be identified from that data such as the individual’s name, NRIC, passport or other identification number, telephone numbers, address, email address, usernames, passwords and any other information relating to individuals which you have provided to us.

1. PracBiz collects, uses and discloses Personal Data of your Users (shareholders, beneficial owners, directors, employees and authorised representatives) for the following purposes in connection with the products and services which you have subscribed for (collectively “PracBiz Services”), to the extent applicable:
  - a. processing your application for any of the products or services offered by us
  - b. providing and operating the products and services, including visits to our website (the “Site”), use any of PracBiz’s mobile and tablet applications (the “Apps”) applied for by you;
  - c. handling customer feedback or complaints
  - d. Communicating new features, developments and news relating to PracBiz services
  - e. To protect, investigate, and deter against fraudulent, unauthorised, or illegal activity
  - f. purposes which are reasonably related to the aforesaid
2. In addition to the PracBiz Services, PracBiz may also collect, use and disclose the Personal Data of User(s) for:
  - a. conducting of market research, surveys and data analysis relating to any service or product provided by us (whether conducted by PracBiz or jointly with another party) which may be relevant to you (“Research Purpose”); and
  - b. offering, marketing and promoting to you any products, services, offers or events provided by PracBiz and PracBiz’s business partners which we think may be of interest to you (“Marketing Purpose”).
3. Each time Users visit the Site or use the Apps we may automatically collect the following information:
  - a. Technical Information – this includes the type of mobile or tablet device Users use, a unique device identifier (for example, a device's IMEI number, the MAC address of the device's wireless network interface, or the mobile phone number used on a device), network information, operating system, the browser, and time zone settings.

- b. Content Information – this includes information stored on Users’ devices such as contact information, friends lists, login information, photos, videos or other digital content.
  - c. Usage Information – this includes: web traffic data, location data, weblogs and other communication data, whether this is required for our own billing purposes or otherwise; the resources that Users access; the website(s) visited before browsing to the Site, pages viewed, how long spent on a page, access times; and other information about use of and actions on our Site.
- 4. Personal Data of the User(s) held by us shall be kept confidential. However, in order to carry out the purposes listed, we may share such Personal Data with our related corporations and third parties whether in Singapore or elsewhere. When doing so, we will require them to ensure that the Personal Data disclosed to them are kept confidential and secure.
- 5. A cookie is a small text file that a website can send to your browser, which may then store it on your system. We use cookies in some of our pages to collect information about users of our website (for example, store users’ preferences and record session information) and the information that we collect is then used to ensure a more personalised service level for our users. You can adjust settings on your browser so that you will be notified when you receive a cookie. Should you wish to disable the cookies associated with these technologies, you may do so by changing the settings on your browser. However, by doing so, you may not be able to use certain functions or enter certain part(s) of our websites.
- 6. By providing Personal Data relating to your User(s) to us, you represent and warrant that the consent of the User(s) has been obtained for the collection, use and disclosure of the Personal Data for the purposes listed above.
- 7. If a User withdraws the aforesaid consent, you agree to inform us in writing immediately. As a result of such withdrawal, PracBiz may not be in a position to continue to provide our products or services to you. The withdrawal may be considered a termination by you of any contractual relationship which you may have with us and a breach of your contractual obligations or undertakings, and our legal rights and remedies in such event are expressly reserved.
- 8. The Personal Data of a User is retained to the extent one or more of the purposes for which it was collected remains valid and for other legal or business purposes for which retention may be necessary.
- 9. As PracBiz relies on the Personal Data of the User(s) to provide products and services to you, you shall ensure that at all times the information of the User(s) provided by you to us is correct, accurate and complete. You shall update us in a timely manner of all changes to the information provided to us.
- 10. Third party sites  
Our Site may contain links to and from the websites of our partner networks and affiliates. If Users follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Users should please check these policies before they submit any Personal

Information to these websites. The links to third party websites or locations are for convenience only and do not signify our endorsement of such third parties or their products, content, or websites. If Users disclose information to others, or authorise us to do the same under this Policy, the use and disclosure restrictions contained in this Policy will not apply to any third party. We do not control the privacy policies of third parties, and Users are subject to the privacy policies of those third parties where applicable.

Data Protection Officer Contact : [dataprotectionofficer@pracbiz.com](mailto:dataprotectionofficer@pracbiz.com)