**A. Alagappan Law Corporations Data Protection Policy**

1. About A. Alagappan Law Corporation’s Data Protection Policy
	1. We at A. Alagappan Law Corporation take our responsibilities under Singapore’s Data Protection Act 2012 (“**PDPA**”) seriously.
	2. This Data Protection Notice (“**Notice**”) sets out the basis which A. Alagappan Law Corporation may collect, use, disclose or otherwise process personal data of our clients in accordance with the PDPA. This Notice applies to personal data in our possession or under our control, use, disclose or process personal data for our purposes.
2. Contact Us
	1. If you at any time wish to enquire about our collection or use of your personal data, we would be pleased to receive them if you contact our Data Protection Officer by email at al@alagappanlawcorp.sg (Please address the email to Data Protection Officer).
	2. If you would like to receive information about the personal data we have in relation to you, to update such personal data or to withdraw any consent that you have provided us previously, please contact our Data Protection Officer by email at al@alagappanlawcorp.sg (Please address the email to Data Protection Officer).
	3. We generally rely on personal data as provided by you. In order to ensure that your personal data is current, complete and accurate, please update us through our Data Protection Officer in writing or via email to al@alagappanlawcorp.sg (Please address the email to Data Protection Officer).
	4. You may also contact our Data Protection Officer, if you have any enquires or feedback on our personal data protection policies and procedures.
		1. Data Protection Officer: Mr A. Alagappan
		2. Contact Number: 65326560
		3. Address: 101 Upper Cross Street #04-47, People’s Park Centre Singapore 058357
		4. Email: al@alagappanlawcorp.sg (Please address the email to Data Protection Officer)
3. Purposes for personal data
	1. The personal data in which we collect from you can be used for various purposes, depending on the circumstances for which we may/will need to process your personal data, including:-
		1. the provision of legal services to you;
		2. complying with or as required by any request or direction of any governmental authority; or responding to requests for information from public agencies, ministries, statutory boards or other similar authorities (including but not limited to the Ministry of Defence, Ministry of Education, Immigration and Checkpoints Authority and Ministry of Health). For the avoidance of doubt, this means that we may/will disclose your personal data to the aforementioned parties upon their request or direction;
		3. responding to complaints, queries and/or requests;
		4. sending you information about any administrative changes, updates and/or amendments to our policies, terms and conditions;
		5. managing your relationship with us; and
		6. any other purposes which we notify you at the time of obtaining your consent.

(collectively the “**Purposes**”)

1. Administration and Management of Personal Data
	1. We respect the confidentiality of the personal data you have provided to us. In this regard, we will not disclose your personal data to any third parties without first obtaining your consent permitting us to do so. However, please note that we may disclose your personal data to third parties without first obtaining your consent in certain situations. For more information on the exceptions you are encouraged to peruse the Second, Third and Fourth Schedules of the PDPA which is publicly available at http://sso.agc.gov.sg.
	2. Where we disclose your personal data to third parties with your consent, we will employ our best efforts to require such third parties to protect your personal data.
	3. We may disclose your personal data:
		1. where such disclosure is required for performing obligations in the course of or in connection with our provision of legal services as requested by you; or
		2. to third party organisations we have engaged to perform any of the functions listed in clause 3.1 above for us.
2. Updates and Changes to Notice
	1. We may revise this policy from time to time without any prior notice. You may determine if any such revision has taken place by referring to the date on which this Notice was last updated. Your continued use of our services constitutes your acknowledgement and acceptance of such changes.
	2. Any amended Data Protection Policy will be posted on our website which can be viewed at [www.alagappanlawcorp.sg](http://www.alagappanlawcorp.sg).

Effective date: 28 February 2018

Last Updated: 28 February 2018