

ACUITY ACADEMY PTE. LTD.

Personal Data Protection Policy

Effective Date: 1 May 2026

Acuity Academy Pte Ltd is committed to protecting your personal data in accordance with Singapore's Personal Data Protection Act 2012 (PDPA).

1. Introduction

Acuity Academy Pte Ltd ("the Academy", "we", "us", "our") is a SkillsFuture Singapore-registered training provider. We take our obligations under the Personal Data Protection Act 2012 (PDPA) seriously and are committed to ensuring that the personal data entrusted to us is handled responsibly.

This Policy applies to all individuals whose personal data we collect, including prospective and current Learners, corporate clients and their representatives, event participants, and visitors to our website.

2. What Personal Data We Collect

Depending on your interaction with us, we may collect the following:

- Identity and contact information — name, NRIC/FIN/passport number, date of birth, address, email address, and phone number(s)
- Enrolment and training records — course registration details, attendance, assessment results, and certificates
- Employment or sponsorship details — where provided by your employer or sponsoring organisation
- Payment information — for processing course fees, invoices, and refunds
- Photographs and video recordings — taken during training sessions, events, or on Academy premises
- Communications — records of correspondence between you and the Academy
- Website usage data — IP address, browser type, and cookies when you visit our website

3. How We Use Your Personal Data

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

- Processing your course enrolment and managing your training records
- Communicating course schedules, updates, and relevant announcements
- Issuing certificates, Statements of Attainment, and other course documents
- Submitting data to government agencies such as SkillsFuture Singapore (SSG), as required by law or as a condition of grant funding
- Processing payments, invoices, and refunds
- Operating CCTV and maintaining the safety and security of our premises

- Publishing photographs and video recordings from sessions and events on our website and social media channels, where you have been informed of this in advance
- Sending you information about upcoming courses, promotions, and events where you have consented to receive such communications
- Improving our course offerings and overall service quality

4. Photography and Video Recording

During training sessions, events, or activities organised by the Academy — including online sessions where recording is in progress — photographs and videos may be taken. These may be used for training documentation, regulatory audits, and marketing on our website and social media channels.

By enrolling in a course or attending an Academy event, you consent to such use. If you do not wish to be photographed or recorded, please inform us in writing at info@acuity.com.sg and we will make reasonable accommodations.

5. Cookies

Our website uses cookies — small text files placed on your device — to improve website functionality, analyse traffic, and personalise your experience. We use two types:

- Essential cookies — required for core site functions such as form submissions and navigation
- Analytical cookies — used to understand how visitors use our site, helping us improve its performance

You may disable cookies through your browser settings at any time. Please note that doing so may affect the functionality of certain parts of our website.

6. Sharing and Disclosure

We do not sell your personal data. We may share it with third parties only where necessary, including:

- Government agencies and statutory boards (e.g., SSG, MOM) as required by law or grant conditions
- Third-party service providers who support our operations, such as IT systems, payment processing, and training delivery partners
- Legal or professional advisors where required for compliance, audit, or dispute resolution purposes

Where disclosure is required by law, court order, or regulatory directive, we may share your data without prior notice. In all other cases, we will only share your data for the purposes described in this Policy.

8. Your Rights

Under the PDPA, you have the right to:

- Access the personal data we hold about you
- Request corrections to any inaccurate or incomplete data

- Withdraw consent for us to collect, use, or disclose your personal data at any time

To exercise any of these rights, please contact us in writing using the details in Section 9. Please note that withdrawing consent may affect our ability to administer your enrolled course(s).

You may opt out of marketing communications at any time by emailing info@acuity.com.sg. Please allow seven (7) business days for your request to take effect.

9. Contact Us

If you have any questions about this Policy, please reach out to us:

Email	info@acuity.com.sg
Phone	+65 6358 1068
Address	135 Jurong Gateway Rd, #03-327, Singapore 600135
Website	www.acuity.com.sg

This Policy may be updated from time to time. The latest version will always be available on our website, and the effective date above indicates when it was last revised.

— End of Personal Data Protection Policy —

Acuity Academy Pte Ltd | Effective 1 May 2026