

PRIVACY POLICY

1. INTRODUCTION

Institute for Greatness Pte. Ltd. ("**we**", "**us**", or "**our**") is committed to protecting the personal data of our students and users ("**you**"). This Privacy Policy outlines how we collect, use, and safeguard your personal data in accordance with the Singapore **Personal Data Protection Act (PDPA)** and global data protection standards.

2. PERSONAL DATA WE COLLECT

We collect data necessary to provide our services, including:

- **Identity Data:** Full name, date of birth, and identification numbers (where required for official certification).
- **Contact Data:** Email address, phone number, and billing address.
- **Financial & Transaction Data:** Payment details processed through secure third-party gateways (e.g., Stripe, PayPal).
- **Technical Data:** IP addresses, browser types, and interaction patterns on our platform.
- **Audio/Visual Data:** Recordings of your image or voice if you participate in live, interactive masterclasses.

3. PURPOSES & LEGAL BASIS FOR PROCESSING

We process your data under the following legal bases:

- **Contractual Necessity:** To register you as a student, process payments, and deliver educational content.
- **Consent:** For marketing communications and participation in recorded sessions.
- **Legitimate Interests:** To improve our offerings via analytics and ensure platform security.
- **Legal Obligation:** To comply with Singapore tax laws and regulatory requirements.

4. DATA ACCURACY & NOTIFICATION

- **Accuracy Obligation:** We take reasonable steps to ensure your data is accurate and complete. Please notify us of any changes to your personal information.

- **Mandatory Breach Notification:** In accordance with the PDPA, we will notify the Personal Data Protection Commission (PDPC) and affected individuals of any "notifiable data breach" as soon as practicable, generally within **3 calendar days** of assessment.

5. DISCLOSURE & INTERNATIONAL TRANSFERS

We do not sell your data. It may be shared with:

- **Service Providers:** Hosting (e.g., Riverside, MS teams, Zoom), CRM, and email delivery partners.
- **Professional Advisors:** Singapore-based legal and financial auditors.
- **International Transfers:** As we serve a global audience, your data may be stored outside Singapore. We ensure all recipients provide a standard of protection comparable to the PDPA through **Standard Contractual Clauses**.

6. DATA SECURITY & RETENTION

- **Security:** We implement robust technical measures, including encryption and access controls, to prevent unauthorized access.
- **Retention:** Data is kept only as long as necessary for the purposes collected or to meet legal, accounting, and reporting requirements.

7. YOUR GLOBAL RIGHTS

Depending on your location (e.g., Singapore/PDPA or EU/GDPR), you have the right to:

- **Access & Correction:** Request a copy of your data or rectify inaccuracies.
- **Withdrawal of Consent:** Withdraw consent at any time. **Note:** This may result in our inability to continue providing certain services to you.
- **Erasure & Portability:** Request deletion of your data or transfer to another provider (where applicable under GDPR).

8. CONTACT OUR DATA PROTECTION OFFICER (DPO)

For any questions regarding your data or to exercise your rights, please contact our designated DPO

Name and title: Anthony Tse, Director

Email: info@ifgreatness.com