

PERSONAL DATA PROTECTION ACT 2010

The Management of *Loh Guan Lye* SPECIALISTS CENTRE (15761-M) respects and views personal data and privacy seriously and is committed to protecting your privacy by maintaining the integrity of your personal data including sensitive personal data as defined under the Personal Data Protection Act 2010 ("the Act"). This Notice is issued in compliance with the Act and its regulations.

COLLECTION/SOURCES/PROCESSING OF PERSONAL DATA

You would have furnished us with your information relating and not limited to name, age, identity card/passport number, address, date of birth, gender, marital status, name of spouse and immediate family members, occupation, race, ethnic, email address and nationality during registration and your physical and health condition as disclosed, collected and/or acquired during consultation/treatment and/or from application, agreement and other related communication.

NECESSITY AND PURPOSES OF COLLECTION OF PERSONAL DATA

The personal data furnished, collected and/or acquired is necessary for but not limited to the following purposes:

- Medical/health consultation and treatment
- Communication with you to update our services
- Regulatory, legal and statutory requirements
- To engage in the provision of services related to the operation of a medical centre

FAILURE/REFUSAL TO PROVIDE PERSONAL DATA

The personal data required to be furnished is obligatory if you intend to seek consultation and receive treatment as a patient or to enter into any commercial transaction. Failure to provide us or preventing us from collecting/acquiring the personal data for the purposes mentioned above would result in us being unable to render our services to you and to fulfil our obligations as a medical centre and healthcare provider or to participate in a commercial transaction.

DATA INTEGRITY AND ACCESS

The personal data held by us is as accurate as that provided or furnished by you to us. Hence it shall be your duty and obligation to ensure that all information and personal data provided is correct, accurate, complete, up to date and not misleading. You may have access to and request correction, addition or deletion of the personal data subject to payment of a fee. If you wish to make any inquiries, correction, complaints or access to your personal data, you may contact:

- Person in-charge : PDPA Officer
- Tel no. : 04-238-8003
- Fax no. : 04-238 8984
- Email address : lsc@lohguanlye.com

DISCLOSURE

We will not use and disclose the personal data other than for the purposes set out above and to the following parties:

- Our independent medical consultants
- Your insurers
- Third party administrators
- Third party vendors/service providers
- Other professionals, e.g. solicitors, auditors.
- As authorized by you
- As may be required by governmental authorities and the law.

CONSENT AND CHOICE

By continuing to be our patient or vendor/service provider, it is deemed that you have consented to us using and/or disclosing your personal data to the parties and for the purposes set out above. You may by notice to us in writing limit or refuse to allow the use of the personal data as aforesaid. However, in such event, we may be unable to continue to render our services to you or to participate in a commercial transaction and to fulfil our obligations as a medical centre and healthcare provider.

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