[NAME OF DATA PROCESSING ACTIVITY]

*E.g. Name of event, course, seminar*

By submitting this Form, you hereby agree that Singapore Management University may process your personal data that you provide in this Form.

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| 1. **WHAT PERSONAL DATA DO WE REQUIRE?** |
| Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Notes To SMU Units (To be deleted before Form is officially used):*  *Please list the categories of personal data that are required. The personal data should be adequate, relevant and limited to what is necessary in relation to the purposes for which the personal data is collected*.  *E.g. Name, contact details, email address, gender etc.*  *Note: At present, no collection of Special Categories\* of personal data. \*Special Categories of personal data include race and religion amongst other details.* |

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| 1. **WHY ARE WE COLLECTING YOUR PERSONAL DATA?** |
| I consent to SMU collecting my personal data for the following purposes:  Please opt-in by ticking the box(es) below.  󠇣 To provide you details of the event/course/seminar that you have signed up with SMU.  󠇣 To send you updates about the various events, courses, seminars and related activities organized or co-organized by SMU.  󠇣 To disclose your personal data to SMU partners/affiliates and other third party service providers that SMU may engage from time to time.  󠇣 ………………….  󠇣 ………………….  *Notes To SMU Units (To be deleted before Form is officially used):*  *Please outline the purpose(s) of processing the personal data. Editable examples are provided above.*  *You should list the different purposes with* ***separate unticked*** *opt-in boxes for each purpose.*  *Please implement a process to ensure that the opt-in choices are recorded accurately.* |

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| 1. **WHAT IS THE LEGAL BASIS OF PROCESSING YOUR PERSONAL DATA?** |
| Your personal data will be processed on the lawful basis of consent. |
| 1. **IF WE ARE SHARING YOUR PERSONAL DATA WITH OTHERS, WHO ARE WE SHARING IT WITH?** |
| Subject to your consent in Section B above, we will be sharing your personal data with *{SMU Unit to state to whom the personal data will be shared with}*.  *Notes To SMU Units (To be deleted before Form is officially used):*  *Please indicate all parties\* that you will be sharing the personal data with including the location of these parties and their country if not within the EU, including possible transfers of their personal data to a third country or international organisation.*  *\*The recipients of the personal data stated herein, may be categories of recipients who will be processing the personal data rather than specifically named recipients. For example, you may state that the recipients will include trainers for the courses run by your unit.* |

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| 1. **INFORMATION YOU NEED TO KNOW** |
| The [INSERT NAME OF DEPARTMENT/SCHOOL/ICLI NAME] is part of Singapore Management University. Further information on Singapore Management University can be found at <https://www.smu.edu.sg/>.  Singapore Management University is the Data Controller of your personal data. The Data Protection Officer (DPO) is the Office of Legal and General Affairs of Singapore Management University and may be contacted at [dpo@smu.edu.sg](mailto:dpo@smu.edu.sg).  This Form explains how we use your personal data and your rights regarding such personal data.  *Notes To SMU Units (To be deleted before Form is officially used):*  *\*If SMU is not the Data Controller, please insert appropriate contact details.* |

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| 1. **HOW LONG WE WILL STORE YOUR PERSONAL DATA?** |
| We will store your personal data as long as we require them for processing. Where the personal data are no longer necessary in relation to the purposes for which they are collected or where you have withdrawn your consent or where you have exercised your relevant rights under the grounds provided in the General Data Protection Regulation, we will delete such personal data from our records. |

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| 1. **WHAT ARE YOUR RIGHTS?** |
| You have the following rights:   * Right of access * Right of rectification * Right to erasure * Right to restrict processing * Right to object * Right to data portability * Right to withdraw consent (where consent is provided) * Right to be informed * Rights related to automated decision making including processing   SMU respects the privacy of individuals and recognizes the importance of the personal data you have entrusted to us and believe that it is our responsibility to properly manage, protect, process and disclose your personal data. We will process your personal data in accordance with the General Data Protection Regulation. If you would like to find out more about SMU’s GDPR Privacy Statement, you may view it at <https://www.smu.edu.sg/privacy-statement>. |

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| 1. **HOW TO LODGE A COMPLAINT?** |
| Please contact SMU’s DPO at [dpo@smu.edu.sg](mailto:dpo@smu.edu.sg). |

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| 1. **HOW DO I WITHDRAW CONSENT?** |
| Should you wish at any time to withdraw your consent for the processing of your personal data, you may withdraw your consent at <https://eservices.smu.edu.sg/internet/DNC/>.  *To SMU Units (To be deleted before Form is officially used)::*  *Please implement a process to ensure that such withdrawals are, acted upon without any delay.* |