

## CTIM DATA PRIVACY STATEMENT

### Types of personal data we collect

- Personal information to establish your identity such as photograph, copy of identity card, educational background information and copies of certificate for membership or student application
- Contact information such as correspondence address, email address and phone number
- Payment information such as credit card information, which includes cardholder name, card number, expiry date and signature of cardholder
- Recording of your photograph during any of our events and conferences or joint events held with third parties
- Reference letter for application to be a member

### How we collect it

- When you apply to be our member (submission of application form to become a member)
- When you contact us in person by phone call or visit our Secretariat office or Branch offices (for any enquiry, complaint, comment or feedback)
- When you participate in any survey or programme conducted by CTIM
- When you attend our events, conferences and joint events
- When you set up member's login credential in our website
- When you interact with us via social media

### How we use the personal data collected

- To verify your identity, academic/professional qualification and work experience in processing your application
- To manage and maintain your data in our membership/student registry for the purpose of membership/student verification
- To notify you with regard to any changes or update pertaining to CTIM
- To notify members via e-circular with regard to changes and update in taxation related laws and regulations
- To respond to enquiry, complaint, and feedback received from you
- To recover any debt owing to us
- To compile information for CTIM's internal analysis

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### **The parties that we disclose the personal data to**

- Federal or state government or any other authorities as compelled by legal or regulatory requirements
- Companies or organisations that CTIM jointly holds events with
- Companies or organisations that act as our agents or service providers

### **Safeguarding of personal data**

- We take reasonable steps to protect your personal data and keep your personal data safe from any misuse, modification, unauthorised or accidental access or disclosure, alteration or destruction
- To ensure that your personal data in our retention is accurate, you are advised to notify CTIM promptly in the event of any inaccuracy or any changes to the personal data.

### **Retention of information**

- Any personal data supplied will be retained by CTIM as long it is necessary and for purposes pursuant to our internal practices and regulatory requirements.