

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 outstanding subscription owing to us
- To compile information for CTIM's internal analysis

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.