

TERMS OF USE

Purpose for the Collection, Use & Disclosure of Personal Data

Depending on your relationship with us, the personal data which we collect from you may be used and/or disclosed for the following purpose:

For General Public

AVENTIS as an educational institution often organise a myriad of training, upgrading and career related activities in which general public are invited to participate. While it is impossible to list all the events in which we hope the public will participate, some events that you as a member of the public can look forward to include corporate outreach programmes, seminars, workshops, talks, exhibitions etc. Naturally, in encouraging a vibrant interaction with the public, there will be opportunity, and often a need, to collect, use and/or disclose personal data from members of the public.

The key reasons are as follows:

- For verification purposes for Events
- For administrative purposes for certain Events
- To keep you updated of future AVENTIS Events/ products which we feel may interest you
- For marketing/ publicity purposes
- For any other purpose arising in respect of the environment within which an institution of higher learning such as AVENTIS operates which is reasonable given your relationship with AVENTIS.

In almost all of the above situations, it will be up to you as to whether, and to what extent, you wish to provide us with your personal data. Typical data collected include participant's name, email and phone numbers. Based on the information provided, the general public may be contacted by various channels including through social media, Whatsapp, emails, phone calls, postal mail, electronic mail, SMS and/or voice calls;

For Students Generally

Most of you will have consented to AVENTIS using your personal data in the manner set out in the application form used when you first applied for our programmes. The information below serves only to supplement and clarify this matter, without limiting the scope of your earlier consent:

- Evaluating suitability for admission or employment, enrolling or employing, providing educational courses and training, including sending materials on course / lecture materials, information on time tables and examination details via various means, including postal mail, electronic mail, SMS and/or voice calls;

- Administering and/or managing relationships with AVENTIS (including responding to enquiries, the mailing of correspondence, statements or notices which could involve the disclosure of certain personal data to bring about delivery of the same);
- Carrying out due diligence or other screening activities (including background checks) in accordance with legal or regulatory obligations procedures that may be required by law or put in place by AVENTIS, including the obtaining of references and/or other information from prior educational institutions and employers;
- Investigative purposes, including possible fraud, misconduct, unlawful action or omission, and utilizing electronic access and video systems to maintain campus security of persons or property, control access and investigate suspicious or inappropriate activities;
- Responding to requests for information from government or public agencies, ministries, statutory boards or other similar authorities or non-government agencies authorised to carry out specific Government services or duties;
- Outreach and engagement to garner support and resources for AVENTIS, its community and affiliated institutions;
- Supporting AVENTIS functions including, but not restricted to, the teaching and personal and professional development of students, research and administration of AVENTIS;
- Processing, administering and conferring awards of prizes, medals, scholarships, classes of honours and other marks of distinction, and student or graduation status, and publication or releasing of information on the same;
- Engaging alumni including but not limited to notification on AVENTIS and alumni-related initiatives and activities, invitation to AVENTIS and alumni-related events, updating of alumni information, invitation to participate in alumni surveys and sending of communication collaterals;
- Processing applications and enrolment activities related to health, life insurance and service provision as well as university-related student cards, and campus accommodation and administering matters related to use of these services;
- Facilitating participation in student life and alumni development opportunities which may include social, cultural, athletic, and educational activities, events, volunteering and training programmes, student membership and leadership positions in clubs, societies, halls and residences, and orientation/reception activities;
- Taking of photographs and/or videos (whether by AVENTIS staff or third party photographers and/or videographers) during events or seminars organised by AVENTIS or its affiliates for publicity purposes;
- If consented to in the registration form and/or other methods of consent notification, providing marketing, advertising and promotional information via postal mail, electronic mail, SMS or MMS, fax and/or voice calls;
- Any other purpose arising in respect of the environment within which an institution of higher learning such as AVENTIS operates which is reasonable given your relationship with AVENTIS;
- Any other purposes not related to those listed above or in the online matriculation form to which you consented, which AVENTIS may inform you of in writing from time to time, but for which AVENTIS will seek your separate consent.

For Employees/Staff Generally

In order to comply with its contractual, statutory, and management obligations and responsibilities, Aventus is required to process personal data relating to its employees. All such data will be processed in accordance with the provisions of the Act and the relevant rules and policies, including those on data protection, as may be amended from time to time. Your relationship with AVENTIS will, in almost all cases, be governed primarily by an employment Contract, and your agreement to be bound by the Employee Handbook and/or Governance and Academic Policies Handbook (which may be revised from time to time), any of which will very often inform you expressly or impliedly the purposes for, and the manner in, which your personal data will be used. The purposes listed below serve only to supplement and clarify the matter, without limiting, superseding or supplanting any express or implied terms in the abovementioned documents:

- for managing your employment relationship with AVENTIS;
- for using your bank account details to deposit salaries and other payments;
- for monitoring the use of AVENTIS's computer network resources;
- for posting your photographs on AVENTIS's intranet and website, staff pass, newsletters and the like;
- for managing staff benefit schemes;
- for disclosing your personal data where necessary to external parties for purposes of University administration, and to Government agencies for official purposes and disclosed to external third parties for, or in connection with, the above purposes, or where required by law;
- any other purpose arising in respect of the environment within which an institution of higher learning such as AVENTIS operates which is reasonable given your relationship with AVENTIS
- any other purposes not related to those listed above or in your employment contract, which AVENTIS may inform you of in writing from time to time, but for which AVENTIS will seek your separate consent.

Disclosure of Personal Data to Third Parties

We will not disclose your personal data to any third parties without first obtaining your consent permitting us to do so or unless any such disclosure is permitted under any of the statutory exemptions under the Act . In this respect, please note that we may disclose your personal data to third parties in certain circumstances without first seeking your consent, if such disclosure is either required or permitted under the Act, including without limitation, if the disclosure is required by law and/or regulations or if there is an emergency.