



Privacy Policy

This website is owned and operated by DG Training Pte Ltd (“DGT”).

DGT is a Singaporean entity, headquartered in Singapore, located at 56 Loyang Way #05-01 Singapore 508775

This Privacy Policy is to inform you on how DGT processes and handles your personal information provided throughout this website, be it by registering, using, accessing or any other action that may require your personal information, in accordance with any applicable laws in this jurisdiction.

DGT is committed to protecting your privacy and of your personal information provided. We aim to use your provided information to understand your needs and interests better, and to ensure the best services are offered and provided to you.

1. Scope

This Privacy Policy applies to:

- All DGT owned websites and domains.

2. Categories of personal information

Personal information is any information that enables Your direct or indirect identification: name, surname, email address (personal or business), phone number, IP address, contact details, billing and transaction information, credit card information, etc.

DGT only requests personal information which is considered strictly necessary for the purposes set out below.

Credit card information is used only for payment processing and fraud prevention.

DGT does not knowingly collect information from children under the age of 13 and DGT strictly prohibits the provision of personal information of any children under the age of 13, unless a valid reason has been provided and that such information for the child(ren) are accompanied by the personal information of a legal parent/guardian.

3. Purposes

You can have access to the main features of our website without any identification required. That means our website is structured so that You can visit DGT on the web without the need to disclose any personal information.

DGT requests personal information for the purposes listed below:

- When You subscribe to marketing or support materials and communications.



- When You register to receive any newsletter or product information on any DGT products.
- When You apply for a job or internship online.
- To communicate with You for the purposes of any communication with you for any of the reasons contained herein, is agreed to by you and DGT, and for any further purposes that is deemed reasonably consented to between you and DGT.
- To complete a transaction or order of products or services.
- To enable You to participate to one of DGT's surveys.
- To personalize DGT's website.

Each time DGT collects your personal information, you will be informed of the purpose of the collection, the categories of information which are mandatory to achieve the said purpose, and which parties may be provided in order to achieve that said purpose.

In certain situations, additional optional information may be requested in order to expedite the said purpose.

4. Why DGT is allowed to request Your personal information?

You might have given DGT Your consent to the collection and use of Your personal information for a specific purpose.

DGT may consider such personal information necessary to perform a service or offer you products which you may require.

It might be DGT's legitimate interest as a business entity, balanced with the respect of Your fundamental rights, to collect some of Your personal information in order to provide You a better service and understand better Your needs and interests.

5. Sharing of personal information within DGT

In order to offer You a more consistent and personalized experience in Your interactions with DGT, information collected through one DGT service may be combined with information obtained through other DGT services in accordance with Your specifications.

DGT is a regional organization, with legal entities, business processes, management structures, and technical systems that cross borders. Our privacy practices are designed to provide protection for Your personal information, all over the world. DGT may share Your personal information within DGT and transfer it to countries in the world where DGT does business.



Where those countries do not provide an adequate level of protection of Your personal information, DGT will adopt appropriate safeguards to ensure Your personal data are processed in accordance with the highest standards of protection.

6. Sharing of personal information with third-parties

DGT does not sell, lease or rent Your personal information to any third party, unless DGT expressly requests Your prior consent to do so.

DGT shares customer information with companies working on DGT's behalf. DGT will take the appropriate measures to ensure those sub-contractors will ensure a high level of protection of Your personal information. Only necessary information will be provided by DGT to the companies working on behalf of DGT.

DGT will not share personal information with any other third parties without Your permission, unless to:

- i. Respond to duly authorized information requests of governmental authorities.
- ii. Comply with any law, regulation, subpoena, or court order.
- iii. Help prevent fraud or to enforce or protect the rights and properties of DGT or its subsidiaries.
- iv. To protect the personal safety of DGT employees and third parties on DGT property.

Circumstances may arise where, whether for strategic or other business reasons, DGT decides to sell, buy, merge or otherwise reorganize businesses in some countries. Such a transaction may involve the disclosure of personal information to prospective or actual purchasers or receiving it from sellers. This will be done in accordance with any applicable privacy requirements and subject to Your information and consent where appropriate.

7. Links to non-DGT websites

The DGT websites may provide links to third-party companies' websites for Your convenience and information. DGT does not control those sites. We do not endorse or make any representations about third-party websites. We encourage You to review the privacy policy of any company before submitting Your personal information.

Some third-party companies may choose to share their personal data with DGT; that sharing is governed by that third-party company's privacy policy. DGT will not share your personal information with any third-party website, unless where required. In the event any personal information is shared by DGT to the third-party website, DGT shall inform you of the said sharing.

8. Use of tracking technologies



Our website uses cookies to enhance and/or simplify your experience. Please read our Cookies Policy for more information on the different types of cookies, their purposes and information on your browser settings if you wish to deactivate them.

9. Call recording

All the phone calls and/or conferences established between you and DGT in the course of providing DGT's customer services will be recorded to improve your customer satisfaction and enhance the quality of the service we provide. If you do not wish to be recorded, you always have the possibility to log your query directly online on the website.

10. E-communications

You have the full control over the e-communications You receive from DGT. You can set up Your preferences in Your privacy preferences or by emailing support@dg-training.co

You can always opt-out, for free and at any time, from any communication. Please write us at support@dg-training.co in case of difficulty.

11. Access to and accuracy of Your information

DGT strives to keep Your personal information accurate.

DGT has implemented technology, management processes and policies to maintain your data's accuracy. Upon your request, with certain limited exceptions as provided in the applicable laws, DGT will provide You with access to Your information, online access and freedom to change, delete, and modify Your personal information.

12. Security

To prevent unauthorized access or disclosure, to maintain data accuracy, and to ensure the appropriate use of the information, DGT has in place appropriate physical and managerial procedures to safeguard the information we collect.

To protect Your privacy and security, DGT will also take reasonable steps to verify Your identity, such as a password and user ID, before granting You access to Your data. Certain areas of DGT's websites may limit access to specific individuals through the use of passwords and other personal identifiers.

DGT uses Secure Sockets Layer (SSL) encryption when collecting or transferring sensitive data such as credit card information. SSL encryption is designed to make the information unreadable by anyone but us.

This security measure is working when You see either the symbol of an unbroken key or closed lock (depending on Your browser) on the bottom of Your browser window.



If any user of this website suspects DGT has handled its personal information in a manner that does not comply with this Privacy Policy, please contact us at support@dg-training.co

13. Contacting us

DGT values Your opinions. If You have any comments, questions, concerns or complaints about our Privacy Policy and our practices please email us at support@dg-training.co or write us at:

DG Training Pte Ltd

Att. Legal Services / Privacy Officer

56 Loyang Way

#05-01

Singapore 508775

We do take your questions seriously and each request will be promptly investigated.