

PRIVACY STATEMENT

Heliconia is committed to protecting and respecting your personal data.

This Privacy Statement sets out the basis on which we will process any personal data we collect from you, or that you provide us. Please read the following carefully to understand our views and practices regarding your personal data and how we treat it.

COLLECTION AND PROCESSING OF PERSONAL DATA

You can use or browse our website without disclosing your personal data, except as may be necessary to allow us to respond to your requests or in cases where you contact us directly.

We collect personal data only when you provide it to us, except as may be necessary to allow us to respond to your requests or in cases where you contact us directly.

We collect personal data only when you provide it to us, through registration, completion of forms, emails, inquiries and requests, and similar situations in which you have chosen to provide the information to us.

We will retain control of, and responsibility for, the use of any personal data you disclose to us. Such data shall remain in our possession, or that of data intermediaries acting on our behalf.

PURPOSE OF USE

All personal data and other information collected may be used by Heliconia individually or collectively and may be combined with other information for the following purposes:

- Responding to your enquiries or requests pursuant to your emails, telephone calls, faxes and/or submission of form(s);
- Responding to your job/ internship application or your recruitment queries;
- Responding to and taking follow-up action on complaints;
- Performing office and operational administrative matters following your request; or
- Seeking feedback and comments on Heliconia's business and operational matters.

IP ADDRESSES

When you use our website, we may collect and store information about your computer (including your IP address, operating system and browser type) for system administration. This is statistical data about our users' browsing actions and patterns. This data could possibly lead to your identification, but we, and our data intermediaries, do not use it to do so.

COOKIES

Our website uses cookies to distinguish you from other users of our website. This assists to increase efficiency when you browse our website and also allows us to improve our website.

THIRD PARTY WEBSITES

Our website may, from time to time, contain links to and from third party websites. If you follow a link to any of these websites, please note that these websites have their own privacy policies. Please check these policies before you submit any personal data to these websites.

DISCLOSURE OF YOUR PERSONAL DATA

To respond to or process your request to Heliconia, we may have to disclose your personal data to any member of our group or to third parties such as our service providers and professional advisors. Your personal data will not be disclosed on to any further parties, unless we have obtained your consent or are legally required to do so.

WHERE WE STORE YOUR PERSONAL DATA

The data that we collect from you may be transferred to, and stored at, a destination outside Singapore. It may also be processed by staff operating outside Singapore who work for us or for one of our service providers.

By submitting your personal data, you agree to this transfer, storing or processing. Heliconia will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Statement.

SECURITY

We use technical and organisational security precautions to protect your data from unauthorized access, collection, use, disclosure, copying, modification, disposal or similar risk. Our security procedures are continuously revised based on new technological developments.

DATA RETENTION

We retain personal data for as long as necessary for the fulfilment of the purposes for which it was collected or to which you have given your consent, except where otherwise provided by law.

RIGHT TO WITHDRAW CONSENT, REQUEST ACCESS TO, AND CORRECTION OF PERSONAL DATA

You have the right to withdraw consent, request access to, and correction of personal data that Heliconia holds about you in accordance with applicable laws.

All requests for the withdrawal of consent, access to, or correction of personal data held by Heliconia shall be made via post:

Heliconia Capital Management Pte Ltd

60B Orchard Road
#06-18 Tower 2
The Atrium@Orchard
Singapore 238891

Attention: Data Protection Officer

CONTACT

Questions, comments and requests regarding this Privacy Statement are welcomed and should be addressed to our Data Protection Officer at telephone number: + 65 6828 2332 or enquiries@heliconiacapital.com

Where you require hard copy of our Privacy Statement, please contact our Data Protection Officer.