



Privacy Policy

This web site is owned and operated by OfficeRent.sg and will be referred to as "We", "our" and "us" in this Internet Privacy Policy. By using this site, you agree to the Internet Privacy Policy of this web site ("the web site"), which is set out on this web site page. The Internet Privacy Policy relates to the collection and use of personal information you may supply to us through your conduct on the web site.

We reserve the right, at our discretion, to modify or remove portions of this Internet Privacy Policy at any time. This Internet Privacy Policy is in addition to any other terms and conditions applicable to the web site. We do not make any representations about third party web sites that may be linked to the web site.

We recognise the importance of protecting the privacy of information collected about visitors to our web site, in particular information that is capable of identifying an individual ("personal information"). This Internet Privacy Policy governs the manner in which your personal information, obtained through the web site, will be dealt with. This Internet Privacy Policy should be reviewed periodically so that you are updated on any changes. We welcome your comments and feedback.

Personal Information

1. Personal information about visitors to our site is collected only when knowingly and voluntarily submitted. For example, we may need to collect such information to provide you with further services or to answer or forward any requests or enquiries. It is our intention that this policy will protect your personal information from being dealt with in any way that is inconsistent with applicable privacy laws in Singapore.

Use of Information

1. Personal information that visitors submit to our site is used only for the purpose for which it is submitted or for such other secondary purposes that are related to the primary purpose, unless we disclose other uses in this Internet Privacy Policy or at the time of collection. Copies of correspondence sent from the web site, that may contain personal information, are stored as archives for record-keeping and back-up purposes only.
2. Information stored and collected about you allows us to improve our services or products for you. Added to this parameter, we may use your information for the following purposes:
 - 3.1 Any commitment we make on a contracted basis.
 - 3.2 If information is requested from our website concerning services or products offered, we may use your data. Products or services which may be of

interest to you can also deem a communication from us, if permission has been granted.

3.3 Notification re- changes or improvements may be sent to you in regards to product or service changes that could affect our service to you.

3.4 Existing users, subscribers, clients or partners can be contacted on the topic of goods or services related to a previous enquiry, if we feel you might be interested in these additional topics.

3.5 Added use of your data may include permission for third parties to use your data. This permission would be granted by you in regards to unrelated products or services that may be in your interests. We or third parties can only contact you in regards to this information if consent has been provided for information collection.

3.6 Third party contact or communications from our website, as a new enquiry, is only made if you have granted us permission. These communications are only offered for information you consented to and no other unrelated information.

3.7 Data that you do not want us to use or third parties to use can be withheld, once consent has been given regarding our collection of your data. We will always provide you with an opportunity to decline communications and our or third party data usage.

3.8 Identifiable data, which could be used to disclose who you are, is never shared. We only provide statistical related data about our visitors to third parties like advertisers to ensure your privacy.

3.9 We partner with commercial & industrial property landlords, owners, serviced office providers and agents in providing office space solutions for tenants. By submitting an enquiry from our website or to our email, you have agreed to be contacted by these partners to assist with your requirements and/or your request for information, services or goods.

Disclosure

4. Apart from where you have consented or disclosure is necessary to achieve the purpose for which it was submitted, personal information may be disclosed in special situations where we have reason to believe that doing so is necessary to identify, contact or bring legal action against anyone damaging, injuring, or interfering (intentionally or unintentionally) with our rights or property, users, or anyone else who could be harmed by such activities. Also, we may disclose personal information when we believe in good faith that the law requires disclosure.
- 5.

We may engage third parties to provide you with goods or services on our behalf. In that circumstance, we may disclose your personal information to those third parties in order to meet your request for goods or services.

6. This disclosure may occur when we sell all or a section of our business or assets to a third party.
7. Personal information can be offered to any member of our company, such as subsidiaries, holding companies and their subsidiaries only if deemed appropriate.
8. Lowering credit risk and fraud protection may result in information disclosure.

Security

9.
We strive to ensure the security, integrity and privacy of personal information submitted to our sites, and we review and update our security measures in light of current technologies. Unfortunately, no data transmission over the Internet can be guaranteed to be totally secure. We do not and cannot guarantee security of information collected electronically or transmitted.
10.
However, we will endeavour to take all reasonable steps to protect the personal information you may transmit to us or from our online products and services. Once we do receive your transmission, we will also make our best efforts to ensure its security on our systems.
11.
In addition, our employees and the contractors who provide services related to our information systems are obliged to respect the confidentiality of any personal information held by us. However, we will not be held responsible for events arising from unauthorised access to your personal information.
12. As a result of our inability to guarantee safety, you are submitting information to us at your own risk.

Collecting Information for Users

13.
IP Addresses

Our web servers gather your IP address to assist with the diagnosis of problems or support issues with our services. Again, information is gathered in aggregate only and cannot be traced to an individual user.

14.
Cookies and Applets

We use cookies to provide you with a better experience. These cookies and applets allow us to increase your security by storing your session ID and are a way of monitoring single user access. This aggregate, non-personal information is collated and provided to us to assist in analysing the usage of the site.

Circumstances may arise when we may need to gather information about your computer to help provide appropriate services or products to you. The data gathered is solely statistical data, which may be shared with advertisers.

The facts collected about you are statistical only. No identifying information will be shared about our visitors and how they made use of our site. No personal details will ever be shared.

Cookies are used to collect general online usage by using a cookie file. If used this cookie file is downloaded without prompting. It will be placed on your hard drive with information transferred to the hard drive allowing the cookies to be used for data collection. A cookie is used to improve any services/products, or overall website characteristic we offer you.

Any computer has the option to decline cookies. Your web browser options include an “enable” button to decline cookies. It is imperative that you understand by declining cookies you may be limiting your access to sections of our website.

If our advertisers use cookies it will result from a click on their advertisement, and we do not have control over their cookies if used.

Access to Information

15. We will endeavour to take all reasonable steps to keep secure any information which we hold about you, and to keep this information accurate and up to date. If, at any time, you discover that information held about you is incorrect, you may contact us to have the information corrected.
16. In addition, our employees and the contractors who provide services related to our information systems are obliged to respect the confidentiality of any personal information held by us.

Links to other sites

17. We provide links to Web sites outside of our web sites, as well as to third party Web sites. These linked sites are not under our control, and we cannot accept responsibility for the conduct of companies linked to our website. Before disclosing your personal information on any other website, we advise you to examine the terms and conditions of using that Web site and its privacy statement.

Comments and Reviews

18. We provide a platform for you to leave your comments or reviews in our news articles and office profile pages. We are not liable or responsible for the personally identifiable or other information you choose to submit in a comment form or any other publicly accessible area of the site.

Problems or questions

19. If we become aware of any ongoing concerns or problems with our web sites, we will take these issues seriously and work to address these concerns. If you have any further queries relating to our Privacy Policy, or you have a problem or complaint, please contact us at info@officerent.sg.