



# Privacy Policy

## Overview

CIRCLE Education Singapore Pte. Ltd., **CIRCLE** for short and the **parent company of A School for Tomorrow** ("we" or "us"), is committed to ensuring that the personal data collected is managed in accordance with Singapore's laws and good practices. This Privacy Policy applies to the [aschoolfortomorrow.com](http://aschoolfortomorrow.com) website (the "website") and informs you of how CIRCLE manages personal data, which is subject to the Personal Data Protection Act 2012 (PDPA). By using this website, you consent to the data practices described in this Privacy Policy.

## Personal Data Collection

**In general, personal data is collected:**

- When you enquire about our memberships, programs and any of our other services (including courses and publications)
- When you register for our courses and services
- When you apply to be an employee of CIRCLE
- When you send us a message through a contact form or chat box

## Purpose and use of Personal Data

**In general, CIRCLE collects and uses your personal data on behalf of [aschoolfortomorrow.com](http://aschoolfortomorrow.com) for the following purposes:**

- Respond to enquiries you have submitted on the website
- Process your registration and payment for courses or services
- Inform you of upcoming course schedules, based on your indicated interests
- Communicate to you, administrative matters in courses you have registered in
- Inform you of new offerings and promotions
- Collect feedback of courses, trainings or any other service you have purchased from us.
- For employment administration purposes

You may opt out of receiving our emails any time by clicking "unsubscribe" at the bottom of any of our newsletter emails or emailing us at [info@circle.education](mailto:info@circle.education)

## Disclosure of Personal Data

CIRCLE does not sell, rent or lease any Personal Data to third parties. Your personal data may be disclosed for the purposes listed, to the following entities or parties, whether they are located overseas or in Singapore:

- Trainers, Professors and training providers to conduct the classes you have registered
- Relevant government ministries, regulators, statutory boards, authorities or law enforcement agencies to comply with any laws, rules, guidelines and regulations or schemes imposed by any government authority including SkillsFuture Singapore (SSG) so that you may receive accreditation and/or training subsidies and funding
- Any other party to whom you authorised us to disclose your personal data to

## Retention of Personal Data

CIRCLE retains personal data as may be required for operational, legal or regulatory purposes and such purposes do vary according to the circumstances.

## Use of cookies, web analytics and similar technologies

When you visit or interact with the website, we use cookies or similar technologies for collecting and storing information to help provide you with a better web experience. We also use web analytics to help us understand how visitors use the website. The website may contain links to other sites operated by third parties. We are not responsible for the data protection practices of sites operated by third parties that are linked from our website. We encourage you to learn about the data protection practices of such third party websites.

## Withdrawal of Consent

Please note if you withdraw your consent to the use of your personal data, depending on the nature of your request, CIRCLE may not be in a position to continue providing its services to you.

## Contact Us

**Do contact us [info@circle.education](mailto:info@circle.education) if you:**

- Would like to withdraw your consent to any use of your personal data as set out in this Privacy Policy and/or
- Would like make corrections to your personal data records