

# GDPR FORM: LEGITIMATE INTERESTS

*Only applicable to individuals located in the European Union.*

**SMU Academy  
Professional and Continuing Education Programmes  
Registration Form**  
**(Please email completed form to [cps@smu.edu.sg](mailto:cps@smu.edu.sg))**

Name of Programme/Course/Module Applying for: \_\_\_\_\_

\_\_\_\_\_

Intake/Dates \_\_\_\_\_

## A. WHAT PERSONAL DATA DO WE REQUIRE?

### Participant's Details

Full Name in Passport: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Name to be printed on Nametag: \_\_\_\_\_

Salutation: Dr / Mr / Ms

Gender: M / F

Date of Birth: \_\_\_\_\_

Citizenship: \_\_\_\_\_

Highest Qualifications Attained: \_\_\_\_\_

Company Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Industry: \_\_\_\_\_

Public Listed: Yes / No

Small Medium Enterprise: Yes / No

Contact Telephone (please include country and area code): \_\_\_\_\_

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Email address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

### **Billing Information (if details differ from the above)**

Billing Contact's Name: \_\_\_\_\_

Billing Contact's Designation: \_\_\_\_\_

Billing Contact's Tel No (including country code and area code): \_\_\_\_\_

Billing Contact's Email: \_\_\_\_\_

Billing Contact's Address: \_\_\_\_\_

### **B. WHAT IS THE LEGAL BASIS OF PROCESSING YOUR PERSONAL DATA & WHO WE WILL BE SHARING YOUR PERSONAL DATA WITH?**

Your personal data will be processed on the lawful basis of legitimate interest for the purposes of assessing your suitability for the programme applied for; to send you updates about the various events, courses, seminars and related activities organized or co-organized by SMU; to disclose your personal data to SMU partners/affiliates and other third party service providers that SMU may engage from time to time; to disclose your personal data to the accreditation bodies, governing/sponsoring authorities of SMU, such as Ministry of Education, SkillsFuture Singapore and The Institute of Banking and Finance.

### **C. INFORMATION YOU NEED TO KNOW**

The SMU Academy is part of Singapore Management University. Further information on Singapore Management University can be found at <https://www.smu.edu.sg/>.

Singapore Management University is the Data Controller\* for your information.

The Data Protection Officer (DPO) is the Office of Legal and General Affairs of Singapore Management University. Email: [dpo@smu.edu.sg](mailto:dpo@smu.edu.sg).

This Form explains how we use your personal data and your rights regarding such personal data.

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### **D. HOW LONG WE WILL STORE YOUR PERSONAL DATA?**

We will store your personal data as long as we require them for processing. Where the personal data are no longer necessary in relation to the purposes for which they are collected or where you have exercised your relevant rights under the General Data Protection Regulation, we will delete such personal data from our systems.

### **E. WHAT ARE YOUR RIGHTS?**

You have the following rights:

- Right of access
- Right of rectification
- Right to erasure
- Right to restrict processing
- Right to object
- Right to data portability
- Right to withdraw consent (where consent is provided)
- Right to be informed
- Rights related to automated decision making including processing

SMU respects the privacy of individuals and recognizes the importance of the personal data you have entrusted to us and believe that it is our responsibility to properly manage, protect, process and disclose your personal data. We will process your personal data in accordance with the General Data Protection Regulation. If you would like to find out more about SMU's GDPR Privacy Statement, you may view it at <https://www.smu.edu.sg/privacy-statement>.

### **F. HOW TO LODGE A COMPLAINT?**

Please contact SMU's DPO at [dpo@smu.edu.sg](mailto:dpo@smu.edu.sg).