

ACFE Singapore Chapter Privacy Policy

The ACFE Singapore Chapter is committed to protecting personal information that it collects and uses regarding our members, customers, website users, and other respective parties. This privacy policy notifies you of the following:

- Purposes for which we process information
- The information we collect and how we use it
- Parties we share information with
- Your rights concerning your personal data
- Our contact information

Purposes for which we process information

To manage your membership and provide you with educational opportunities, we need to collect various types of data. We use your personal information to identify when you joined or left ACFE National and the ACFE Singapore Chapter, whether you have passed the Certified Fraud Examiner (CFE) Exam and met the qualifications to obtain the CFE credential, and for similar membership management practices. The CFE designation is an achievement that the public relies on to identify a person with anti-fraud experience, knowledge, and professionalism, so we also have a duty to the public to verify whether you are a CFE in good standing.

Additionally, we provide a host of live trainings, conferences, online learning, and other anti-fraud educational materials. We collect your information to process purchases, fulfill orders, issue refunds, and provide other customer service functions. It is also necessary to collect transactional data to meet our accounting, tax, and regulatory requirements. We also send you communications about the products and services we offer. We understand that communicating with you is a privilege, not a right, and we work hard to be efficient and only send such messages that we think you will be interested in.

The information we collect and how we use it

Most of the data we collect comes from what you provide to us directly. This may include name, contact information (phone, email, physical address, phone number, etc.), payment information, employer, job title, and professional interests. When necessary, we also collect information from you to verify that you meet the qualifications set by the Board of Regents to become an Associate member or a Certified Fraud Examiner, which can include work and educational history, professional references, and character information.

At our events, we take photographs of our speakers and attendees, for purposes of reporting on these events and updating our members and the public, via email, social media and other means. By attending the event, you consent to your photograph being taken for this purpose.

In addition, we receive personal data from ACFE National in respect of members who are also registered with ACFE National. As you will be aware, ACFE National provides members' contact information to the ACFE local chapter in their region so that members can learn about educational and networking opportunities with other ACFE members in their respective regions. You may choose to remove yourself from the list of local ACFE members that ACFE National sends to its local chapters at any time by adjusting your settings on the communications preferences page on ACFE National's website.

Record retention and destruction

We have a record retention and destruction schedule that is designed to retain information for only as long as we need it to fulfill purchase orders; manage membership status; and comply with accounting standards, tax requirements, lawful court orders, and other applicable laws. If you are a Certified Fraud Examiner, we need to keep some information permanently to be able to verify your certification dates, status with the organization, CFE application information, and disciplinary record. This is necessary to ensure that we can enforce our professional standards and rules, and to accurately inform the public about those who are or have been certified by ACFE as CFEs.

Parties we share information with

Our general policy is that we do not share personal data with third parties unless you ask us to. There are, however, certain limited exceptions that are described below.

Public inquiries

When asked by any member of the public, we will confirm your ACFE Singapore Chapter membership status, including dates of membership and certification, whether you are a Certified Fraud Examiner, and whether you are a member in good standing.

Service providers

We use third parties to perform services on our behalf, including package delivery, printing, payment processing (including credit card processing), marketing, advertising, and customer service. These service providers are only allowed to process your personal information for the purposes requested by us or required by law.

Customers' Employers

When an employer pays for its employee(s) to attend or use our courses or trainings, we will respond to reasonable requests from the employer to confirm the employee's attendance.

Third-Party Speakers/Course Providers

We work with third-party speakers and course providers to provide training courses and events to our members. We may provide the contact information of the participants of these courses to the respective third-party speakers and course providers, where they require such information to carry out the course or follow up with the participants after.

ACFE Authorized Trainers

The ACFE's Authorized Trainer program allows certain third parties to offer the live CFE Exam Review Courses so that you can have access to this resource in a convenient location. If you register for this course with an Authorized Trainer, we provide the trainer with information you have provided to us necessary to complete the course registration process.

Your rights concerning your personal data

We take your privacy rights seriously and are committed to the transparent collection and use of your information. The following information pertains to your rights to your personal information:

Right to access personal information

Our goal is to be transparent about the information we store about you. You may request for information from us on the ways in which we have used or disclosed your personal data in the one year prior to your request for information. To request access to all information we hold about you, you must submit your request in writing using the contact information at the bottom of this page.

Withdrawing consent

In instances where our ability to process your personal information is based on consent, including marketing purposes, you have the right to revoke that consent at any time. You may make such a request in writing to the address at the bottom of this page.

Erasure of personal data

We shall cease to retain your personal data or remove the means by which the data can be associated with you once the purpose for collecting your data is no longer served by us retaining it, and retention is no longer necessary for legal or business purposes. Even though there is no right to be forgotten under Singapore law, we will do our best to comply with any request to delete information we have collected about you at your request. Note that some information, such as litigation records or personal information required to verify whether an individual has ever been a CFE, must be retained. Additionally, requesting that we delete your information may mean that we are no longer able to provide you with certain benefits or services that you have requested. Please submit your request in writing using contact information at the bottom of this page.

Changing or correcting data

If you believe that any information we have about you is incorrect or incomplete, you may contact us using the phone number or email address at the bottom of this page.

Objecting to processing

If you believe that we are improperly processing your personal information, you may submit a request to change it using the contact information at the bottom of this page. We will review the request and inform you of our response.

Questions on our Data Privacy Policy

We encourage anyone with questions or complaints about our privacy policy or practices to bring them to our attention. Our contact details are set out as follows:

Contact information

Association of Certified Fraud Examiners – Singapore Chapter
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