



**VivoPress Corporation Pte Ltd**  
62 Ubi Road 1, Oxley BizHub 2, #01-39, 408734  
Company Registration Number : 201108270R  
Telephone no: 62927193 / 88693031

# Privacy Policy

*Updated: 8 April 2025*

## 1. Introduction

1.1 This Privacy Policy outlines the policy and practices adopted by **Vivopress Pte Ltd**, including its sub-brands **Weio** and **Print and Pack** (collectively, “Vivopress”), with respect to the collection, use, disclosure and processing of personal data in accordance with the **Personal Data Protection Act 2012 of Singapore** (No. 26 of 2012) (“PDPA”).

1.2 Vivopress recognises its obligations under the PDPA and is committed to protecting the personal data of individuals who interact with us through our websites or in the course of our business operations.

1.3 By interacting with Vivopress, submitting information to us, or accessing our websites (namely [www.vivopress.com.sg](http://www.vivopress.com.sg), [www.weio.com.sg](http://www.weio.com.sg), and [www.printandpack.sg](http://www.printandpack.sg)) individuals consent to the collection, use, disclosure, and processing of their personal data in accordance with the terms of this Policy.

## 2. Definition of Personal Data

2.1 For the purposes of this Policy, “personal data” shall have the same meaning as set out in the PDPA, being data, whether true or not, about an individual who can be identified from that data or from that data and other information to which Vivopress has or is likely to have access.

## 3. Collection of Personal Data

3.1 Vivopress may collect personal data through various channels, including but not limited to the following:

- a. Submission of contact forms, quotation requests or enquiries via our websites;



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- b. Correspondence through electronic mail, texts, telephone calls or other modes of communication;
- c. Provision of personal data for the purposes of product customisation, fulfilment or delivery;
- d. Automatic collection through web technologies such as cookies, analytics tools, and server logs.

3.2 The personal data collected may include, without limitation: full name, contact number, electronic mail address, company name, job title, billing and delivery addresses, order specifications, and technical information such as IP address and browser type.

## 4. Purpose of Collection, Use and Disclosure

4.1 Personal data collected by Vivopress may be used or disclosed for one or more of the following purposes:

- To respond to and process enquiries, quotations, or requests for information;
- To perform obligations in the course of or in connection with the provision of goods and services;
- To manage customer relationships and maintain proper business records;
- To communicate administrative information, updates or notices;
- To send marketing or promotional materials, where consent has been provided;
- To facilitate the functionality, security, and optimisation of our websites;
- To comply with applicable laws, regulations, or legal obligations.

4.2 Personal data may be disclosed to authorised third parties including service providers, logistics partners, information technology vendors, and affiliated entities, for the purposes stated above. Such parties shall be bound by contractual obligations to ensure the confidentiality and proper handling of the data in accordance with the PDPA.

## 5. Consent

5.1 Unless otherwise permitted under the PDPA or other applicable laws, Vivopress shall obtain the consent of individuals before collecting, using, or disclosing their personal data.

5.2 Individuals may withdraw their consent at any time by submitting a written request to the Data Protection Officer (see Section 10). Upon receipt of such notice, Vivopress shall inform the individual of the likely



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consequences of the withdrawal and cease to process the personal data unless retention is required or authorised under applicable laws.

## **6. Access and Correction**

6.1 Subject to applicable exceptions under the PDPA, individuals may request access to personal data held by Vivopress, or request correction of any inaccurate or incomplete data.

6.2 All such requests shall be submitted in writing to the Data Protection Officer. Vivopress reserves the right to impose a reasonable administrative fee for the processing of access requests, where applicable.

## **7. Accuracy and Protection of Personal Data**

7.1 Vivopress shall take reasonable steps to ensure that personal data collected is accurate, complete, and kept up to date.

7.2 Reasonable administrative, physical, and technical safeguards are implemented to protect personal data from unauthorised access, collection, use, disclosure, copying, modification, disposal, or similar risks.

7.3 Notwithstanding the foregoing, no method of transmission over the Internet or method of electronic storage is entirely secure. Accordingly, while Vivopress strives to protect personal data, absolute security cannot be guaranteed.

## **8. Retention of Personal Data**

8.1 Personal data shall be retained for as long as is necessary to fulfil the purposes for which it was collected, or as required or permitted by law.

8.2 Upon the expiry of the retention period, or where there is no longer any legal or business purpose for



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retaining the data, such data shall be securely destroyed or anonymised.

## 9. Use of Cookies and Related Technologies

9.1 The websites operated by Vivopress may utilise cookies and similar technologies to enhance user experience and to analyse site performance.

9.2 Individuals may configure their browser settings to disable cookies. However, doing so may affect the functionality or accessibility of certain parts of the websites.

## 10. Data Protection Officer – Contact Information

10.1 Any queries, feedback, access requests, correction requests, or withdrawal of consent relating to personal data may be directed to:

**Data Protection Officer**

Vivopress Corporation Pte Ltd

Email: [quotation@vivopress.com.sg](mailto:quotation@vivopress.com.sg)

Tel: 6292 7193 / 8869 4041

Address: 62 Ubi Road 1, Oxley Biz Hub 2 #01-39, (S)408734

## 11. Amendments to Policy

11.1 Vivopress reserves the right to amend this Privacy Policy at its sole discretion from time to time. Any amendments will be published on our websites and shall take effect upon publication unless otherwise specified.