

## **PERSONAL DATA PROTECTION POLICY**

This Data Protection Notice (“Notice”) sets out the basis which CHILD EVANGELISM FELLOWSHIP (SINGAPORE) LIMITED (“CEFS”) may collect, use, disclose or otherwise process personal data of our supporters and customers in accordance with the Personal Data Protection Act (“PDPA”). This Notice applies to personal data in our possession or under our control, including personal data in the possession of organisations which we have engaged to collect, use, disclose or process personal data for our purposes.

CEFS recognises that the privacy of your personal data is of utmost importance to us. We are therefore committed to treat all your personal data with due confidentiality, in accordance with the relevant data protection laws of Singapore. This Data Protection Policy aims to help you understand how we collect, use, share and protect your personal data.

### **PERSONAL DATA**

In this Data Protection Policy, “Personal Data” refers to any data, whether true or not, about an individual who can be identified (a) from that data; or (b) from that data and other information to which we have or are likely to have access, including data in our records as may be updated from time to time.

Depending on the nature of your interaction with us, some examples of personal data which we may collect from you include your name and identification information such as your NRIC/FIN number, contact information such as your address, email address or telephone number, nationality, gender, date of birth, marital status, photographs and other audio-visual information, employment information and bank account information.

We would only ask for the information we need, protecting the information we are given and making sure that only those who need access are able to do so only sharing the information within CEFS and with other organisations where such sharing is necessary or where we have the individual’s consent.

### **COLLECTION OF PERSONAL DATA**

We collect your personal data in the following ways:

1. When you register your interest in volunteering for CEFS
2. When you subscribe to our newsletters
3. When you participate in our events or programmes
4. When you make donations to us either to support our staff or CEFS
5. When you contact us to share your stories or testimonies
6. When you provide us with your details at events, trainings and meetings

## **HOW YOUR PERSONAL DATA IS USED**

CEFS may use your Personal Data information for the following purposes:

1. To contact you for programmes which you have signed up for
2. To inform you about programme updates and coming events
3. To respond to enquiries pertaining to our programmes
4. To send newsletters which you have subscribed to
5. To send you appeals for financial support
6. We may use your photographs for publicity purposes in our website or newsletters or at our events, training programmes and meetings

We will not use your personal data for purposes other than what we have informed you or which are permitted under local laws and regulations.

We will not disclose your personal data to third parties unless requested by relevant government or law enforcement agencies to comply with any laws, rules, guidelines and regulations or schemes imposed by any governmental authority.

## **DISCLOSURE TO THIRD PARTIES**

We may disclose your data to third parties (such as churches) in order to facilitate our programmes and events. We would work closely with such third parties, and adopt appropriate security measures in collaboration with them to ensure that your personal information remains secure and confidential.

CEFS may also disclose your information for the following purposes:

1. Insurance companies for insurance coverage
2. Government agencies which require security clearance
3. Churches, other Para-Church and organisations assisting CEFS with logistics and programme facilitation
4. Clinics/Hospitals for medical assessment in a medical emergency

We may also be required to share information with government agencies when:

- (1) permitted or required by law; or,
- (2) trying to protect against or prevent actual or potential fraud or unauthorized transactions; or,
- (3) investigating fraud which has already taken place.

## **PROTECTION OF PERSONAL DATA**

To safeguard your personal data from unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks, we have implemented appropriate administrative, physical and technical measures such as up-to-date antivirus protection and the use of privacy filters to secure all storage and transmission of personal data by us, and disclosing personal data both internally and to our authorised third party organisations only on a need-to-know basis.

You should be aware, however, that no method of transmission over the Internet or method of electronic storage is completely secure. While security of your personal data cannot be guaranteed, we strive to protect the security of your personal information and would periodically review and enhance our personal data collection procedures.

## **WITHDRAWAL OF CONSENT, ACCESS AND CORRECTION OF YOUR PERSONAL DATA**

If you:

1. have any question or feedback relating to your Personal Data or our Data Protection Policy;
2. would like to withdraw your consent to any use of your Personal Data as set out in this Data Protection Policy; or
3. would like to obtain access and make corrections to your Personal Data records,

please call our office.

## **RETENTION OF PERSONAL DATA**

We may retain your personal data for as long as it is necessary to fulfil the purpose for which it was collected, or as required or permitted by applicable laws.

We will cease to retain your personal data, or remove the means by which the data can be associated with you, as soon as it is reasonable to assume that such retention no longer serves the purpose for which the personal data was collected, and is no longer necessary for legal or business purposes.

## **COOKIE/TRACKING TECHNOLOGY**

The Site may use cookie and tracking technology depending on the features offered. Cookie and tracking technology are useful for gathering information such as browser type and operating system, tracking the number of visitors to the Site, and understanding how visitors use the Site. Cookies can also help customise the Site for visitors. Personal information cannot be collected via cookies and other tracking technology. However, if you previously provided personally identifiable information, cookies may be tied to such information. Aggregate cookie and tracking information may be shared with third parties.

## **EFFECT OF NOTICE AND CHANGES TO NOTICE**

This Notice applies in conjunction with any other notices and consent clauses that apply in relation to the collection, use and disclosure of your personal data by us.

We may revise this Notice from time to time without any prior notice. You may determine if any such revision has taken place by referring to the date on which this Notice was last updated. Your continued use of our services constitutes your acknowledgement and acceptance of such changes.

Effective date: 24/06/2019

Last updated: 01/06/2019

CHILD EVANGELISM FELLOWSHIP SINGAPORE