

RIVER ACADEMY AT KALLANG LTD

Personal Data Protection Policy

River Academy at Kallang Ltd (The Centre) aims to comply with the requirements of the Personal Data Protection Act 2012 ("PDPA"), a data protection law that governs the collection, use, disclosure and care of personal data. We respect your legal rights to the way personal data is gathered, used, stored, transferred and accessed.

The purposes for which your personal data is collected, used or disclosed by The Centre is for providing you with our services, for administration purposes, improving our services and programmes, in relation to our charitable objectives and mission. Examples of such personal data could include personal particulars, medical records, educational records, financial records, pictures and videos, whether such data is stored in electronic or non-electronic form.

The Centre will inform you of the purposes for which your personal data might be collected, used or disclosed. We will seek written parental consent from those who are aged 16 and below or those with medically certified medical or mental conditions.

By consenting to provide personal data relating to a third party, for example information on your spouse, children, family member or dependant to The Centre, you represent and warrant that the consent of that third party has been obtained for the collection, use and disclosure of the personal data for the purposes listed for the following purposes:

- Evaluating and processing your application for services provided by The Centre such as the provision of financial or social assistance
- Obtaining aid from governmental bodies or other voluntary welfare organisations such as financial subsidies or other social service assistance
- administering your donations or volunteer services and/or communications pertaining to The Centre
- Updating and channelling communications to you on other charity programmes or related activities including seeking donations and volunteers for activities or programmes organised by The Centre or other charities
- Use the data respectfully in The Centre's website, publications, such as The Centre's Annual Report, posters, banners, brochures, Facebook, electronic mailers and publicity materials.

The Centre collects personal information about our beneficiaries, parents, care-givers, visitors, donors, supporters, employees and contractors and several channels, such as personal interactions, social media, website, surveys, letters (either or both in writing or electronically), telephone calls, voice and image recordings, visitors or through contacts made at our events.

We may disclose your personal data, on a strictly need-to-know basis, to public agencies, for example the Ministries of Education and Social and Family Development, IRAS for submission of tax deductions. This disclosure will be done when reasonably necessary and we will require these agencies to protect your personal data in a manner that is in line with this Policy. We will not permit the agencies to use your personal information for any other purposes.

Please be aware that The Centre may collect, use or disclose your personal data to third parties without getting your consent prior to the disclosure if the information is in the public domain. The Centre will also proceed without obtaining your consent if:

- It is in your interest and The Centre cannot obtain your consent in a timely manner
- It is important to react and respond to emergencies that is life-threatening and will harm your safety or other individuals
- It is necessary in the national interest or it is necessary for any investigation or proceedings or if it is required by laws and or regulations.

The instances listed above are not exhaustive and you can obtain more information on the PDPA Act 2012 at <https://sso.agc.gov.sg/Act/PDPA2012>

Under the PDPA, you have the right to have access to and or correct your personal information. You may withdraw your consent for us to use and disclose your personal data to another organisation. Do inform us and we will respect your decision. We will only use personal data of our beneficiaries, members and well-wishers for publicity or marketing, if consent has been provided. Should you have any feedback or enquiries relating to your personal data, please contact the Personal Data Protection Officer at the following address:

Name: M Nirmala
Email address: mnirmala.infinity@gmail.com
Telephone: 94309653

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