



SINGAPORE SPORTS SCHOOL ALUMNI ASSOCIATION

SINGAPORE SPORTS SCHOOL ALUMNI ASSOCIATION PERSONAL DATA PROTECTION POLICY

In this Data Protection Policy, the words "Association", "we" and "us" refer to the Singapore Sports School Alumni Association. It is located at 1 Champions Way, Singapore 737913.

BACKGROUND

This Data Protection Policy sets out the basis upon which the Association may collect, use, disclose or otherwise process your personal data. This policy applies to personal data in our possession and/or control, including personal data in the possession of organisations which we engage to collect, use, disclose or process personal data.

We respect the privacy of individuals and recognise the importance of the personal data you have entrusted to us and believe that it is our responsibility to properly manage, protect, process and/or disclose your personal data. We are also committed to adhering to the provisions and principles of the Personal Data Protection Act 2012. As such, this Personal Data Protection Policy (the "Policy") is to assist you in understanding how we collect, use and/or disclose your personal data.

PERSONAL DATA

From time to time, it may be necessary for the Association to collect personal data from you for the purposes of engaging you in various events, projects or programmes organised by the Singapore Sports School (the "School") and/or the Association.

Personal data which we may collect includes, without limitation:

- a. name, NRIC number/FIN Number/passport number, date of birth, mailing address, telephone numbers, email address and other contact details;
- b. year of graduation, academic pathway, academy, educational and professional degree/diploma obtained and current industry and designation (if relevant);
- c. photographs; and/or
- d. any additional information provided by you to the Association.

We will collect, use and disclose your personal data (listed above) in accordance with the Personal Data Protection Act 2012 ("Act"). The Act establishes a data protection law that comprises various rules governing the collection, use, disclosure and care of personal data. It recognises both the rights of the alumni to protect their personal data, including rights of access and correction, and the needs of organisations to collect, use or disclose personal data for legitimate and reasonable purposes. We only collect and use personal data for purposes which you have consented to and for which we have been authorised. If we need to use your personal data for any purpose which you have not previously consented to, we would seek your consent prior to using your personal data for the new purpose.

PURPOSES IN COLLECTION OF DATA

We collect and use the personal data that you provide to us for the following purposes

- (a) Processing application(s) for membership, School-related activities, alumni events and/or programmes, which may include use of personal data for potential development and fund-raising activities and disclosure of personal data to donors, grantors, and/or external organisations for purposes of event invitations, surveys and/or publicity of the Association's related programmes;
- (b) For publicity purposes, including but not limited to event related activities, photography, videography, social media postings, and webpage postings;
- (c) For the purpose of Singapore Sports School Office of Alumni Relations' administration & verification of alumni's status;
- (d) For monitoring the use of the School's facility and resources;
- (e) Engaging alumni including but not limited to notification on the Association and other alumni-related initiatives and activities, invitation to the School and alumni-related events and programmes, updating of alumni information, invitation to participate in alumni surveys and sending of communication collaterals;
- (f) Outreach and engagement to garner support and resources for the Association and its community;
- (g) For operational, fulfilment, and marketing purposes for "Publications" add ons. The Association will pass on the necessary fields to the respective companies to enable them to fulfil the orders accordingly. Fields will be limited to First and Last Name, Email Address, Mobile Number (for follow up on fulfilment only), and Mailing Address (for mailing of printed publications only)
- (h) For the processing of your membership benefits through our third-party vendor(s)
- (i) any other purposes not related to those listed above which the Association may inform you of in writing from time to time, but for which we will seek your separate prior consent.

ACCESS TO AND CORRECTION OF PERSONAL DATA

If you wish to make (a) an access request for access to a copy of the personal data which the Association holds about you or information about the ways in which the Association uses or discloses your personal data, or (b) a correction request to correct or update any of your personal data which the Association holds, you may submit your request in writing or via email to the Association's Data Protection Officer.

A fee may be charged for an access request. We will inform you of the fee before processing the request.

Depending on the request that is being made, the Association will only need to provide you with access to the personal data contained in the documents requested, and not to the entire documents themselves.

QUERIES

If you have any questions relating to our collection, use, disclose and/or process of your personal data or the matters set out in this document, please contact our Data Protection Officer below

Kindly send an email to chanwl@sportsschool.edu.sg