



DATA PROTECTION POLICY

The Personal Data Protection Act 2012 ("PDPA") was established to enact data protection laws to govern the collection, use and disclosure of personal data by an organisation for legitimate purposes, in relation to the rights of individuals with respect to the privacy of their personal data.

This Data Protection Policy ("Policy") sets out the practices to which Kampong Kapor Community Services ("KKCS") collects, uses, discloses and manages the personal data from our clients/service users, volunteers, members, donors, work partners/relevant Government Authorities as well as potential jobseekers. KKCS respects the privacy of your personal data and is committed to accord your personal data with the due level of care as set out in this Policy and consistent with the PDPA.

INTRODUCTION TO THE PDPA

- 1.1 The Personal Data Protection Commission ("PDPC"), which administers and enforces the PDPA, defines personal data as *"data, whether true or not, about an individual who can be identified from that data; or from that data and other information to which the organisation has or is likely to have access."*
- 1.2 The personal data which KKCS may collect from you include, but may not be limited to, personal particulars, medical records, educational records, financial records, pictures and videos, whether such data is stored in electronic or non-electronic form.

COLLECTION, USE & DISCLOSURE OF PERSONAL DATA

- 2.1 KKCS will collect relevant personal data for the purposes of:
 - i. providing appropriate social services to our clients/service users;
 - ii. engaging our volunteers, members and donors;
 - iii. working with our partners/reporting to Government Authorities;
 - iv. complying with any applicable laws, code of practice, or assisting in law enforcement and investigations conducted by any regulatory authority; and
 - v. employment matters.
- 2.2 KKCS will notify clients and/or their families/caregivers/guardians of the purposes for which personal data may be collected, used and/or disclosed, as well as obtain written consent for the use and/or disclosure of such data for the intended purposes.
- 2.3 KKCS may, on occasions, disclose your personal data to third parties, for e.g. hospitals and other Social Service Agencies etc, in connection with the provision of appropriate

and relevant services to you and/or to public agencies/government bodies in compliance with applicable laws, rules and regulations. KKCS will not disclose your personal data to any third party unless your consent or the consent of your caregiver/guardian has been given and/or is required to do so in the course of our work/operations, and/or for legal and regulatory purposes.

ACCESS AND CORRECTION OF PERSONAL DATA

- 3.1 You may request to access and/or amend your personal data through the service staff whom you are in contact with. Alternatively, you may seek clarifications and/or submit your request by writing in to our Data Protection Officer at email address “ongaihui@kkcs.org.sg” or office address at “Blk 2 Kitchener Road #03-89 Singapore 200002”.

WITHDRAWAL OF PERSONAL DATA

- 4.1 You may withdraw your consent for the collection, use and/or disclosure of your personal data by submitting a formal written request to our Data Protection Officer at email address “ongaihui@kkcs.org.sg” or office address at “Blk 2 Kitchener Road #03-89 Singapore 200002”. KKCS will inform you of the possible consequences of your withdrawal of consent and subject to your decision to continue with the withdrawal, proceed with the processing of your request. Please note that your withdrawal of consent does not affect our right to continue to collect, use and disclose your personal data where such collection, use and disclosure without consent is permitted or required by law.

ACCURACY OBLIGATION

- 5.1 You shall ensure that the personal data provided by you to KKCS is accurate and keep KKCS informed of any changes in your personal data at the earliest time possible. KKCS will accordingly ensure your personal data is updated and amended.

PROTECTION OBLIGATION

- 6.1 KKCS will take all reasonable precautions and put in place sufficient security arrangements to prevent loss and theft, unauthorised collection, access, modification, disclosure and misuse or similar risks.
- 6.2 You should, however, be aware that no form of electronic storage or mode of data transmission over the Internet is completely secure. KKCS shall, in this respect, continuously review and enhance the security of our information systems to minimise potential breaches from occurring.

RETENTION OBLIGATION

- 7.1 KKCS will retain your personal data for a reasonable period for the purposes as specified in this Policy or until you request for the deletion or as required by law.
- 7.2 KKCS will not retain any personal data if the purpose for which the data was collected for is no longer being served or that retention is no longer required for operational, legal or regulatory purposes.

RIGHT TO AMEND DATA PROTECTION POLICY

- 8.1 KKCS reserves the right to amend this Policy at any time. Any changes to this policy and/or the way in which your Personal Data will be collected, used and disclosed will be reflected here on the website. You are encouraged to check back on a regular basis.