



Date: 20th July 2016

PERSONAL DATA PROTECTION POLICY

The purpose of this policy is to outline the commitment of Pertapis Education and Welfare Centre in managing your personal data in accordance to the Personal Data Protection Act 2012.

1. *Collection of Personal Data*

In administering our social services, we may collect personal data that include (but not limited to) your name, identification number, telephone number, mailing address, email address, housing details and employment details. Examples of instances that require collection of personal data are during applications, queries, telephone calls and feedback submissions.

Where third party personal data is required, such as details of family members, submission of such information to us is representation that consent has been obtained from the third party.

We shall ensure that the personal data collected is accurate and complete to the best of our ability.

2. *Use and Disclosure of Personal Data*

It is our responsibility to keep your personal data confidential. Generally it is not our policy to disclose your personal data to any party unless we have your consent and/or required to do so to facilitate our operations. These include verifying your identity, processing paperwork, assessing your eligibility and needs, connecting with partner agencies and generating reports and analytics.

3. *Right of Access & Correction*

You may request in writing to access your personal data. Alternatively, the online form available on the website may be used. Any errors, emissions or updates highlighted to us will be rectified accordingly.

4. *Protection & Retention*

Security of your personal data is important to us and we will take reasonable measures to protect personal data from misuse, loss, unauthorized access, modification or disclosure.

We will retain your personal data for a reasonable period for the purposes as cited or until you request for us to delete your personal data, or as required by law.

5. *Withdrawal of Consent*

Withdrawal of consent must be made in writing. While we respect your decision to withdraw your consent, this may restrict the services that we may render to you. Depending on the nature of the relationship, this may amount to a breach of contract, and Pertapis reserves the right to seek legal recourse.



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6. *Right to amend policy*

Pertapis reserves the right to amend this policy as and when the need arises. And changes will be updated on the website. We encourage you to check the website regularly to keep yourself informed with such changes.

For further enquiries on our Personal Data Protection Policy, you may send us your feedback at enquiry@pertapis.org.sg.

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