



SINGAPORE BADMINTON ASSOCIATION PERSONAL DATA POLICY STATEMENT

1. INTRODUCTION

- 1.1. In line with its aim to comply with the requirements of the Personal Data Protection Act ("PDPA") and to maintaining the highest standards of confidentiality with respect to the personal data of our members, donors, employees or affiliates, this document sets out the Personal Data Policy of the Singapore Badminton Association ("SBA").
- 1.2. The purpose of the PDPA is to govern the collection, use and disclosure of persona data by organisations in a manner that recognises both the right of individuals to protect their personal data and the need of organisations to collect, use or disclose personal data for purposes that a reasonable person would consider appropriate in the circumstances.
- 1.3. This Personal Data Policy applies to all information collected by SBA from of our members, donors, employees or affiliates.
- 1.4. Nothing in this Personal Data Policy is intended to derogate from any contract of employment and employment policies and practices.
- 1.5. For the purpose of this policy, the terms "we", "us" or "our" shall, unless otherwise indicated, refer to SBA.

2. What is personal data?

- 2.1. Personal data is personal information, whether true or not and whether in electronic or other form, about an individual who can be identified :
 - 2.1.1. from that data; or
 - 2.1.2. from that data and other information to which we have access to or are likely to have access to.
- 2.2. Examples of personal data are your name, address, NRIC number or FIN number, photograph or video image, telephone numbers and email addresses.
- 2.3. We will do our best to ensure that your personal data is accurate. However, we do encourage you to provide us with an update of any particulars of your personal data that have changed as soon as possible.

3. When is personal data collected from you?

- 3.1. When you donate to SBA.
- 3.2. When your image is captured by our photographers or videographers.

4. What is the information collected or used for?

- 4.1. To seek for donations.
- 4.2. To track and process donation transactions and records.
- 4.3. To process tax deductible receipts for eligible donations.

- 4.4. To invite donors to our fundraising events.
- 4.5. To correspond with donors through sending of thank you letters, newsletters and donation collaterals.
- 4.6. To feature donors in collaterals, website or media releases with photos or videos taken during our activities or events organized by Singapore Badminton Association.

5. Is your consent required and can it be withdrawn?

- 5.1. We will endeavour to obtain your consent to collect and use your personal data prior to or at the time we collect it. However, in certain situations you will be deemed to have consented to the provision of your personal data, e.g. where you provide your personal data voluntarily.
- 5.2. You may at any time give us reasonable written notice of the withdrawal of your consent to collect, use or disclose your personal data. Once we receive the notice of withdrawal of your consent, we will inform you of the consequences of your withdrawing consent.

6. Can I get access to or correct my personal data?

- 6.1. You can view your personal data which we have collected and stored at any time. In order to do so, you will need to submit a written request for access to view your personal data (subject to your payment of the relevant administrative fee). We will respond to your request as soon as possible and within 30 days of receipt of your request and payment of the administrative fee (if applicable), at the latest.
- 6.2. Your right to view your personal data is limited to your personal data only. We are not permitted to reveal any personal data about any other individual. We reserve the right to refuse access to your personal data if it will reveal or lead to the revelation of another individual's personal data, cause harm to you or another individual or is contrary to the national interest.
- 6.3. You can submit a written request to correct your personal data which we have collected and stored. We will consider your request and respond to it as soon as possible and within 30 days of receipt of your request and payment of the administrative fee (if applicable), at the latest. We will make the necessary corrections as soon as reasonably practicable provided we are satisfied that the corrections should be made. In the event that we feel the corrections should not be made, we will inform you.

7. Is my personal data secure?

- 7.1. SBA makes every effort to maintain the highest standards of confidentiality and security of your personal data. To this end, we have internal policies and procedures in place to ensure that your personal data is kept secure. This includes the following:
 - 7.1.1. Restricted access to your personal data and access only when it is required;
 - 7.1.2. Staff who are briefed and regularly trained on our data protection policies;
 - 7.1.3. Staff who are bound by confidentiality obligations;
 - 7.1.4. A regular audit of our data protection policies; and
 - 7.1.5. Procedures that will be implemented in the event of a breach of security.

8. How long do you retain my personal data?

- 8.1. SBA will retain your personal data for as long as the purpose for which your personal data was collected is still being served and as long as it is necessary for legal or business purposes.



9. Who can I contact about my personal data or this policy?

- 9.1. If you have any queries or doubts about the policies set out in this statement or about your personal data that we obtain, maintain, process, use and disclose, or if you would like to access or correct your personal data, please contact:

The Personal Data Protection Officer at the following addresses or telephone number:

Email: secretariat@singaporebadminton.org.sg

Postal Address: 5 Stadium Drive, #02-40 OCBC Arena Singapore 397631

Telephone Number: +65 6702 5584

- 9.2. For more information about the PDPA, please visit the Personal Data Protection Commission's website at <http://www.pdpc.gov.sg>