

BRIGHTON CONNECTION PRIVACY POLICY

SUMMARY

This is a quick summary of our Privacy Policy. If you are interested in the details, they can be found in the rest of this document.

1. We will never sell your personal information.
2. We will collect, use and disclose your personal information only with your consent.
3. We will collect, use and disclose your personal information only for purposes which are reasonably necessary to keep you informed about the organisation and for carrying out the programmes of the organisation.
4. If you attend any of our events, you may be captured on the photographic/video images which we record, and we may use such images for promotional purposes, as well as on social media or other publications.
5. We will take reasonable steps to safeguard the security and accuracy of the personal information which we collect.

1. Introduction

1.1. Brighton Connection ("BC") is committed to comply with the Personal Data Protection Act 2012 (the "PDPA") in the collection, use and disclosure of personal data as defined by the PDPA. This Privacy Policy ("this Policy") aims to set out the specific steps that BC will take in this regard.

1.2. BC reserves the right to amend this Policy from time to time, and in such manner as it deems necessary in its absolute discretion. Such amendments will take effect immediately upon posting on BC's website.

2. Methods of Collection of Personal Data

2.1. The manner in which BC may collect personal data, whether verbally, on paper or electronically, include but are not limited to the following,:

2.1.1. Applications submitted by an individual to BC, such as for enrolment or events and programmes organised or managed by BC;

2.1.2. Information submitted through BC's feedback and/or survey forms;

2.1.3. Response to a request for beneficiaries' information so as to enable BC to contact or communicate with them;

2.1.4. Inquiries made by individuals with the staff or representatives of BC in relation to the operations and programmes of BC;

2.1.5. Donations to BC by cheque or electronic means;

2.1.6. Personal data submitted for the purpose of applying for employment; and

2.1.7. Personal data submitted for the purpose of volunteering or participating in programmes organised by BC with our Strategic Partners.

2.2. The Strategic Partners of BC for the time being are:

2.2.1. Brighton Community Church;

2.2.2. People's Association;

2.2.3. Youth Network and its community partners; and

2.2.4. Cornerstone Community Services.

3. Your Personal Data and Consent

3.1. By interacting with, submitting information to, making payments to, volunteering in, signing up for, or participating in any programme organised and/or managed by BC, you agree and consent to the collection, use, disclosure of your personal data, in accordance with this Policy.

3.2. If you apply for, and are successfully admitted, as an Ordinary Member of BC, you agree and consent to the collection, use, disclosure of your personal data, in accordance with this policy, so long as you retain your membership in BC.

3.3. BC may also collect your NRIC number, for the limited purposes stated in Clause 5.:

To confirm and verify beneficiaries' and donors' identities.

When you are making a donation and wish to obtain the applicable tax relief in relation to such donation.

4. Purposes for Collection and Use of Personal Data

4.1. We will collect, use and disclose your personal data to such extent as may be reasonably necessary for the following purposes:

4.1.1. Facilitate the administration, programmes and operations of BC;

4.1.2. Providing regular updates of BC's events, information and news;

4.1.3. Engagement of third-party vendors and/or agents for the provision of services e.g. florists, couriers, delivery services, hotels, airlines, caterers, education vendors, etc., so as to deliver services to you or for participation in our programmes;

4.1.4. (Photographic/Video images of programmes in which you might be captured) in our social media posts or other publications.

4.1.5. Collaboration with our Strategic Partners as and when you participate in events or programmes organised by them, or jointly by BC with them.

5. Confidentiality

5.1. BC will exercise reasonable diligence to ensure that all personal data is kept confidential and accessible only to authorised personnel who would need such information to fulfil the purposes listed in Clause 4.1.

5.2. BC will take reasonable steps to ensure that all personal data collected is accurate and is kept secure, both physically and electronically.

6. Withdrawal of Consent

6.1. Subject to Clause 6.2, you may withdraw your consent with respect to the collection, use or disclosure of your personal data at any time by sending a formal written request to our Data Protection Officer.

6.2. Ordinary members of BC may only withdraw their consent to the collection, use or disclosure of their personal data by terminating their membership with BC.

7. Data Protection Officer

7.1. To contact our Data Protection Officer, please email enquiries@brightonconnection.org.sg.