

## Data Protection Policy

Very Special Arts Singapore LTD respects the right of individuals to protect their personal data.

This data protection policy ensures to protect the personal information of our members, clients, donors, volunteers, beneficiaries and online users of our website at [www.vsa.org.sg](http://www.vsa.org.sg). All information collected is strictly for specific purpose that would enhance the quality of life of people with special needs through our programmes and services.

Personal Data in this Data Protection Policy includes any data about an individual who can be identified from that data such as your name, NRIC, passport or other identification number, telephone numbers, address, email address and any other information relating to individuals, which you have provided us.

### **1. Purposes of collecting, using or disclosing personal data**

We collect personal data from or about our beneficiaries and potential beneficiaries and, in each case, their families and from our donors, employees, including volunteers, and other individuals. We use and/or disclose that personal data so that we are able to provide our services (which are described on our website) efficiently and effectively and so that we can comply with our legal obligations.

### **2. Collection, use and disclosure of personal data**

With one exception, we collect personal data directly from you in various ways, including in-person meetings and by asking you to fill up various forms. The exception is where we collect personal data about potential beneficiaries for doctor with the consent of their parent(s), guardian or other caregiver.

If at any time you would prefer not to provide some personal data we request, please let us know. We will then explain our purpose for collecting that personal data. If you still do not wish to provide it, we will discuss with you whether or not we can proceed without it, which we may not be able to do so.

We collect, use, or disclose personal about you only if:

- you give, or are deemed to have given, your consent under the Personal Data Protection Act (PDPA) to us collecting, using or disclosing that personal data or
- collection, use or disclosure by us of that personal data without your consent is required or authorised under the PDPA or any other written law

Where we ask you to consent to us collecting, using or disclosing personal data about you, we will first inform you of our purposes for doing so. We will not use or disclose personal data about you for any other purposes without first informing you of the additional purposes and getting your consent to us doing so for the additional purpose(s).

In some circumstances, you are deemed to have consented to us the collecting, using or disclosing personal data about you for a purpose. For example, if you pose for a photograph by our photographer at one of our events or if you fill up a job application form and send it to us you are deemed to have consented to us collecting, using or disclosing the personal data about you that is in the photograph (that is, your image) or the job application. We may collect personal data about you from another individual or organisation (such as another voluntary welfare organisation) if you have given that other individual or organisation consent that allows it to disclose personal data to us. We will use or disclose it only for the purposes for which the other individual or organisation disclosed it to us.

We are permitted by the PDPA to collect, use or disclose personal data about you without your consent in various circumstances that include the following:

- if it is publicly available or if it is business contact information
- if it was provided to us by another individual to enable us to provide a service for the personal or domestic purposes of that other individual
- if there is an emergency
- if we do so for evaluative purposes (such as assessing a job or volunteering application)
- where the disclosure is related to law enforcement or where the collection, use or disclosure is in connection with certain legal issues

If you would like more information about the circumstances under which we may collect, use or disclose personal data without your consent, please contact our Data Protection Officer.

If you browse our website, we do not capture any data that allows us to identify you.

### **3. Access to personal data and information about use**

On request by you, we will as soon as reasonably possible provide you with:

- personal data about you that is in our possession or under our control and
- information about the ways in which we have, or may have, used or disclosed that personal data within a year before the date of your request

Your request to us should be made in writing (which includes email) sent to our Data Protection Officer. We may require you to provide proof of your identity.

There are some circumstances where we are not required to provide you with information and others where we are not allowed by the PDPA to do so. In some circumstances we may be able to provide you with limited information. You may obtain information about all of these circumstances from our Data Protection Officer.

### **4. Correction of errors in, or omissions from, personal data about you**

You may request us to correct an error or omission in the personal data about you that we hold or that is under our control. Your request to us should be made in writing (which includes email) sent to our Data Protection Officer. We may require you to provide proof of your identity and/or documents or other evidence supporting your request.

There are some circumstances where we do not make a correction and other circumstances where we are not required to act on such a request. You may obtain information about these circumstances from our Data Protection Officer.

Unless we are satisfied on reasonable grounds that a correction should not be made, we will correct the personal data as soon as practicable. We will also send the corrected personal data to every other organisation to which we have disclosed it within a year before the date we made the correction (unless that other organisation does not need the corrected personal data for any legal or business purpose). Alternatively, with your consent, we will send the corrected personal data only to specific organisations as agreed with you.

### **5. Accuracy of personal data**

We make reasonable efforts to ensure that personal data that we collect about you or that is collected on our behalf is accurate and complete if we are likely to use it to make a decision that affects you or we are likely to disclose it to another organisation

## **6. Protection of personal data**

We take reasonable steps to ensure the security of personal data about you that is in our possession or under our control and to protect it against risks such as loss or unauthorised access, destruction, use, modification or disclosure. Only authorised personnel are permitted to have access to personal

## **7. Changes to this data protection policy**

We reserve the right to review, amend and/or update this data protection policy at any time and from time to time.

## **8. Our contact details**

Very Special Arts Singapore Ltd  
Blk 133, Bedok North Avenue 3  
#01-138, Singapore 460133  
Email: [general@vsa.org.sg](mailto:general@vsa.org.sg)  
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