



PSCF Personal Data Protection

Personal Data Protection Policy

Personal Data Protection Policy sets out how Progress Singapore Community Fund (PSCF) (referred to herein as “Organisation”, “us”, “we” or “our”) comply with the provisions of the Personal Data Protection Act 2012 of Singapore (“PDPA”).

To help you understand what we collect, use, disclose and/ or retain your Personal Data. This Personal Data Protection Policy sets out:

1. our policies on how we manage your Personal Data;
2. the types of Personal Data we collect, use, disclose and/ or retain;
3. how we collect, use, disclose and/ or retain your Personal Data; and
4. the purpose(s) for which we collect, use, disclose and/ or retain your Personal Data.

You agree and consent to us, the Organisation to collect, use and disclose and/ or retain your Personal Data in the manner set forth in this Personal Data Protection Policy.

1. Collection of Your Personal Data

In this Personal Data Protection Policy, “Personal Data” refers to any data and/or information about you from which you can be identified by, either (a) from that data; or (b) from that data and other information to which we may have legitimate access to. Examples of such Personal Data include but are not limited to:

- a. your name, NRIC or other identification number, telephone number(s), mailing address, email address and any other information relating to you which you have provided in any forms you may have submitted to use, or in other forms of interaction with you (eg your IP address);
- b. your date of birth, description of job roles and responsibilities, employment history;
- c. your photos.

We may collect your Personal Data such as when you apply for membership or volunteer position or enroll in the Organisation’s activities, trainings and events, or through electronic and/or other correspondence/ communication. We may also collect personal information through the Organisation’s website, social media pages, and through surveys and/or interviews conducted with you. On occasion we may obtain your Personal Data from the public domain.

2. Use and Disclosure of Your Personal Data

Generally, we may collect, use, disclose and/ or retain your Personal Data for the following purposes:

- a. to manage your organisation membership including recruitment, processing and termination of your membership;
- b. to facilitate communications such as group chats, e-mails & other mediums for the purpose of organisation related matters and discussions;
- c. to provide you with training;

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- d. to assist you with your enquiries;
- e. to process payment for your organisation membership or any other purchases and subscriptions;
- f. to improve membership/ customer services, such as resolving complaints and handling requests and enquiries;
- g. to conduct research, surveys and interviews;
- h. to keep you updated on our events;
- i. to facilitate your visit and/or use of our Organisation's website and social media (including but not limited to Facebook, Instagram etc), and in connection with such activities, services, features or resources we make available to you;
- j. to communicate the Organisation's campaigns, programmes, policies and to analyze the effectiveness of the foregoing;
- k. to publish photos, in which you might appear, on our website, social media and/or in our newsletter; and
- l. to comply with applicable laws and regulations.

3. Disclosure of your Personal Data

In addition, we may disclose your Personal Data to the following group of external organisations for purposes mentioned above, subjected to the requirements of applicable laws:

- a. agents, contractors, data intermediaries or third organisation service providers who provide services, such as telecommunications, mailing, information technology, payment, payroll, data processing, training, market research, carding, storage and archival, to the Organisation;
- b. our professional advisers such as our auditors and lawyers;
- c. relevant government regulators, statutory boards or authorities or law enforcement agencies to comply with any laws, rules, guidelines and regulations or schemes imposed by any government authority;
- d. any other person in connection with the purposes set forth above.

4. Protection of your Personal Data

We maintain appropriate security safeguards and practices to protect your Personal Data from unauthorised access, collection, use, disclosure, copying, modification, disposal, destruction or similar risks, in accordance with applicable laws.

5. Accuracy & Correction of your Personal Data

To ensure that our correspondence with you is not misdirected, you must assist the Organisation to have your Personal Data correct and up to date on our record. Should you wish to access, confirm, verify, modify, correct or update your details on your Personal Data, you should contact our Data Protection Office at contact@pscfund.org.sg. Changes to your Personal Data can only be made on a written/email instruction from you.

6. Withdrawal of Consent

If you wish to withdraw your consent to any use or disclosure of your Personal Data as set out in this Personal Data Protection Policy, you may contact us via contact@pscfund.org.sg

Please note that if you withdraw your consent to any or all use or disclosure of your Personal Data, it will result in the termination of any membership that you may have with us.

7. Changes to this Privacy Policy

The Organisation has the discretion to update this privacy policy at any time. When we do, we will revise the updated date at the bottom of this page. We encourage you to frequently check this page for any changes to stay informed about how we are helping to protect the Personal Data we collect. You acknowledge and agree that it is your responsibility to review this privacy policy periodically and become aware of modifications.

8. Third Organisation Access & Websites

Your voluntarily disclosure of Personal Data online, for example on our website, on message boards, through e-mails, or in group chats may provide information that can be collected, retained, disclosed and used by others. The Organisation takes no responsibility for such third organisation collection, retention, disclosure and/or use.

Our website may also contain links to other independently-managed websites outside our domain whose personal data protection and privacy practices may differ from ours. We are not responsible for the content and privacy practices of these other websites and encourage you to consult the personal data protection or privacy notices of those sites.

9. Retention of Personal Data

Your Personal Data will only be collected, used and disclosed, and will only be retained as long as required to fulfill the purposes for which it was collected, or as may be required by prevailing law. When no longer required, your Personal Data will be destroyed, anonymized, or disposed by means we deem appropriate and in compliance with prevailing law.



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10. Contacting Us

If you have any questions or complaints relating to the use or disclosure of your Personal Data, or if you wish to know more about our data protection policies and practices, please contact our Data Protection Office via email at contact@pscfund.org.sg.