

Personal Data Protection Act (PDPA) Policy Statement

1. GENERAL

PPH Brethren Church (“PPHBC”) is committed to ensuring that personal data collected is managed in accordance with the Personal Data Protection Act 2012, as amended from time to time (“PDPA”). This PDPA Policy Statement explains how PPHBC manages personal data in accordance with the PDPA.

2. PERSONAL DATA

Personal data is defined as data, whether true or not, about an individual who can be identified — a) from that data; or b) from such data and other information to which PPHBC has or may have access.

3. PERSONAL DATA COLLECTION

The personal data that we may collect includes but is not limited to:

- personal identification information, including name, identification and passport numbers, gender, date of birth, images, photographs, videos, closed circuit television (CCTV) footage,
- contact information, including home and mailing addresses, email address, phone number;
- technical and statistical data, such as your IP address, browser type, domain names, access times and referring website addresses, which will automatically be collected by us to maintain quality of the service and to compile general statistics regarding use of our websites

4. PURPOSE OF PERSONAL DATA COLLECTION

The main purposes for collecting your personal information include but are not limited to the following:

- for organising and conducting our activities which may include overseas activities
- periodically send you email updates on our Worship Services and activities and/or other information of relevance to you
- to gather and respond to feedback from you
- to provide pastoral care to you

We may also share your Personal Data with our affiliate, PPH Community Services Centre (PPHCSC) for the purpose of organising and conducting activities.

PPHBC strives to limit the amount of Personal Data collected to that which is sufficient to support the intended purpose of the collection.

5. STORAGE AND HANDLING OF PERSONAL DATA

We are committed to ensuring the security and protection of your Personal Data in our possession by making reasonable security arrangements to prevent unauthorised access, collection, use, disclosure, copying modification, disposal or similar risks.

While we strive to protect your Personal Data, you should be aware of the risks associated with disclosing any information or transacting over the Internet or when using online portals. You should take every precaution when using the Internet to disclose your Personal Data to us.

6. RETENTION OF PERSONAL DATA

We will retain your Personal Data for as long as it is necessary to fulfil the purpose for which it was collected, or as required by relevant laws.

7. VARIATION

PPHBC may amend or update this PDPA Policy from time to time. You are deemed to have consented to any and all changes to this PDPA Policy.

8. USE OF COOKIES AND LINKS

By browsing or using our websites, you consent to our use of cookies or similar technologies to collect and store information to improve your online experience, track the number of visitors to our website and understand how visitors use the site.

Our website may also contain links to other websites operated by our partners and affiliates. We are not responsible for the data protection practises of our partners and affiliates. We encourage you to learn about the data protection practices of such partners' and affiliates' websites.

9. DATA PROTECTION OFFICER

The Church Manager and/or the Operations and Admin Manager are the designated Data Protection Officers ("DPO"), who are responsible for ensuring that PPHBC complies with the PDPA. The DPO's function may also be delegated to one or a group of employees who take on this role as one of their multiple responsibilities.

The DPOs and contact number: Rosalind Tan and Celene Koh/ +65 6475 1865.

The DPO contact email: dpo@pphbc.org

10. CONTACT US

If you:

- have any questions or feedback relating to your Personal Data or PPHBC's PDPA Policy;
- would like to withdraw your consent to any use of your Personal Data;
- would like to obtain access and make corrections to your Personal Data;

please email the DPO at: dpo@pphbc.org

To protect your privacy and security, we will also require you to verify your identity before we can adequately respond to your request.