

PROVIDENCE REFORMED PRESBYTERIAN CHURCH DATA PROTECTION POLICY

Introduction

1. This document sets out the procedures that Providence Reformed Presbyterian Church (“**PRPC**”) has put in place to comply with the requirements of the Personal Data Protection Act enacted by the Singapore Government in managing the personal data under its possession.

Collection, Use and Disclosure

2. PRPC receives or collects the personal data of its members, worshippers at its services, attendees of its activities and programmes, visitors and staff for purposes reasonably required by it as a place of worship with its attendant activities and programmes.
3. The personal data that PRPC may collect, use, and disclose include the following:
 - a) Personal details (e.g., name, age, gender, marital status)
 - b) Addresses (e.g., residential and email addresses)
 - c) Contact numbers (e.g., telephone numbers)
 - d) Identification details (e.g., NRIC, FIN, passport and permit numbers)
 - e) Photographs and video recordings
 - f) Employment history, qualifications
4. The purposes for collection of personal data include the following, whether within or outside Singapore:
 - a) planning and implementing activities and programmes such as worship services, camps, conferences, gospel outreach, visitations, fellowship activities, discipleship activities, bible teaching and bible study;
 - b) communicating and publicising activities, programmes and other church-related information including the church bulletin and other publications;
 - c) maintaining records of members, worshippers, participants of activities and programmes;
 - d) the management and administration of the Church, including the employment of staff and the matters related thereto; and
 - e) such other purposes as may reasonably be appropriate in the circumstances of the collection of personal data.
5. In the course of processing personal data for the above purposes, PRPC may disclose such personal data to third parties within or outside Singapore. These third parties include:
 - a) governmental organisations or authorities to whom PRPC is required by law to disclose data;
 - b) parties who are legally entitled to the data;
 - c) third parties who require the data in order to process and operate programmes in which an individual intends to participate;
 - d) third parties who provide PRPC with data processing, administration, insurance or legal services, or other professional or management services; and
 - e) such other persons as may reasonably be appropriate in the circumstances of the collection of personal data.

6. Disclosure to third parties outside Singapore shall only be to organisations that are required or undertake to process the data with a comparable level of data protection as that required under Singapore law.
7. Parental or guardian consent will be obtained for the collection, use or disclosure of the personal data of persons under the age of thirteen (13).

Withdrawal of Consent

8. Should an individual wish to withdraw or limit his/her consent to PRPC's collection, use and disclosure of his/her personal data, or to have any collected data deleted, they can write in with full particulars to our Data Protection Officer ("**DPO**") using the contact details provided in paragraph 13 below.

Correction/Updating of Personal Data

9. PRPC will take reasonable steps to ensure that personal data in its possession or under its control are accurate, up-to-date, and complete. If there are any errors, omissions or changes in the personal data provided to PRPC, individuals should write to the DPO with the necessary details to correct/update their data.

Data Security

10. PRPC will take reasonable steps to protect personal data in its possession from unauthorised access, collection, use, disclosure, copying, modification, disposal or other similar risks.

Retention of Data

11. PRPC will retain personal data for as long as it is necessary to serve the purpose for which they have been collected. Once the data in PRPC's possession are no longer necessary to serve the purpose for which they were collected, the data will be destroyed in a secure manner.

Changes to Data Protection Policy

12. This Policy may be updated from time to time to take into account changes in policy, technology, and/or to ensure compliance with the law.

Contacting Us

13. For matters pertaining to data protection in PRPC, the DPO may be contacted via this email: prpcdpo@gmail.com.

Last updated on 1 October 2023