

## **PDPA Policy for Raffles Institution**

The Raffles Institution (RI) Personal Data Protection policy explains how RI collects, uses and disclose personal data.

RI collects, uses and discloses personal data in accordance with the Personal Data Protection Act 2012. In general, prior to the collection of any personal data, we will notify, wherever possible, the purpose for which the personal data may be collected, used and disclosed.

### **PURPOSE FOR COLLECTION, USE & DISCLOSURE OF PERSONAL DATA**

The main purpose for which personal data is collected, used or disclosed by Raffles Institution is to provide the educational services, deliver teaching and facilitate learning to our students.

In the process of doing so, we wish to highlight that

- i. Personal data of students enrolled with Raffles Institution may be used and disclosed to third parties for school related activities, training, events, competition, scholarships/awards nominations and exchange programmes
- ii. We will be evaluating information from application forms by students and applicants for the purpose of assessment of the application
- iii. We will be handling the data for student related matters, such as candidature matters, exchange programmes, achievements, placements, programmes or courses
- iv. Collecting and processing data for student related activities (e.g. festival celebrations, orientation, student camps, conferences, student benefit activities) which may be provided by RI to enhance student's life, create networking opportunities, foster community spirit, holistic development of students
- v. Photographs, personal images by photography, video recording and/or participation in media interviews may be used for the general media, the school's websites, newsletters, collaterals, posters and publications, as well as for distribution and viewed by stakeholders and members of the public.
- vi. Disclosure is allowed or required by law or regulation, Ministries, government agencies where we are required to do so by applicable law and/or regulation.

### **DISCLOSURE OF PERSONAL DATA TO THIRD PARTIES PERMITTED UNDER STATUTORY EXEMPTION UNDER THE ACT**

In order for the school to conduct school operations smoothly, RI may disclose your personal data to our third party service providers, affiliates, or related organisations.

RI will not disclose your personal data to any third parties without first obtaining your consent wherever possible or unless any such disclosure is permitted under any of the statutory exemptions under the Act or under the following circumstances.

- i. Disclosure is required by law; or is necessary for any investigation or proceedings
- ii. The purpose of disclosure is in your interest and consent cannot be obtained in a timely manner
- iii. Disclosure is necessary to respond to an emergency that threatens life, health or safety of yourself or others

## **UPDATES ON PERSONAL DATA PROTECTION POLICY**

RI will update the policies, procedures and processes on a regular basis to ensure that we can improve the manner in which we manage, protect and process your personal data effectively.

We may amend the terms of this personal data protection policy at our discretion from time to time.

### **CONTACT**

If there are any clarification regarding the PDPA policy, please contact us via email

address: [comms@ri.edu.sg](mailto:comms@ri.edu.sg)

*Updated Dec 2014*