

Shelton PDPA Policy Manual

1.0 Introduction

1.1 Personal data refers to data, whether true or not, about an individual who can be identified from that data; or from that data and other information to which the organisation has or is likely to have access. Personal data in Singapore is protected under the Personal Data Protection Act 2012 (PDPA).

2.0 Aim

2.1 The intention of this policy is to ensure that your personal data, in any format, is not divulged outside of Shelton College International without your explicit approval as directed by Singapore Law.

3.0. Policy

3.1 Shelton College International is committed to ensuring that your personal data is stored securely at all times.

3.2 Collection of Personal Data

Personal Data may be collected by our staff in the following ways when you:

- Submit an enquiry/suggestion/feedback;
- Submit an application/registration form;
- Communicate with our staff (person/email/phone/fax);
- Take part in our surveys/research;
- Apply for employment

3.3 Collection, Use, Disclosure and Processing of Personal Data

By submitting your personal data, you have agreed that we may collect, use and disclose your personal data obtained as a result of your submission, in accordance with PDPA Act 2012 and our personal data protection policy but not limited to the following purposes:

- Communicating/Responding to your enquiries, suggestions and feedback;
- Processing your registration or application;
- Administration and retention of your application;
- Marketing of courses, events and seminars which may be of interest to you;

- Notification of changes in course, events and, seminars;
- Enforcement of policies and terms and conditions;

3.4 Disclosure of Personal Data to Third Parties

Shelton College International respects the confidentiality of your personal data that you furnish to us. We will not use your data to communicate with third party unless requested by the government statutory boards, regulators or authorities. We need to strictly comply with their rules, regulations and requirements who are also under the jurisdiction of Personal Data Protection Commissioner to ensure that your personal data is safe and secure.

3.5 Request for Access, Correction, Withdrawal of Personal Data Consent

Shelton College International is committed to ensuring that your personal data is stored securely at all times. You have the right to request to access for copy/update/correction/limit the processing of your personal data.

Example:

For marketing purposes, with a request to withdraw consent.

You may withdraw your consent for the use and/or disclosure of your personal data by writing to us at <http://www.shelton.edu.sg/sg/enquiries/>

3.6 Updates on Personal Data Protection Policy

Shelton College International reserves the right to amend the terms and conditions of our Personal Data Protection Policy at our own discretion. We will review our policies and terms and conditions from time to time to ensure that your personal data is protected.

4.0 Responsibilities

4.1 All staff are responsible for personal data protection to always ensure student and staff personal information are protected at all times.

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