

Lawn Bowls Association for the Disabled (Singapore) Data Protection Policy

Lawn Bowls Association for the Disabled (Singapore) LBADS recognises its obligations, under the Personal Data Protection Act 2012 (PDPA), which includes the collection, use and disclosure of personal data, for the purpose(s) for which an individual has given consent.

The Personal Data collected by LBADS include an individual's full name, NRIC, passport or other identification number, telephone number(s), mailing address(es), e-mail address(es) and/or any other information relating to any individuals which the individual has provided us with, in any form(s) submitted to us, and/or via other forms of interaction with us.

LBADS relies on personal data to provide its varied services, and therefore we entrust the individual to ensure that the personal data provided are accurate, complete and correct. Failure on the individual's part to do so, may result in our inability to provide him/her with an effective rendering of the services requested from us.

Purposes for the Collection, Use and Disclosure of Personal Data

LBADS collects, uses and discloses Personal Data for:

- 1) Assessment of suitability for the programmes offered by LBADS.
- 2) Contacting client and/or his/her family member(s) and/or significant other(s), for any purposes related to the programme and/or event LBADS is providing and/or on matters during the duration of the programme.
- 3) Contacting LBADS member and client and/or his/her family member(s) and/or significant other(s), for any purposes related to LBADS events and volunteering engagements or projects for the duration of the programme.
- 4) Referral to external agencies when required.
- 5) Sharing and/or updating of client's information and progress, under the pertinent programme, with any third-parties that are involved in the programme that client has signed up for.
- 6) Generating reports and statistics.
- 7) Internal records and references.
- 8) Programme evaluation and/or research.
- 9) Issuing of tax- exemption receipt(s).
- 10) Contacting the individual's nominee(s), in relation to any emergencies.
- 11) Invitation(s) to LBADS's event(s), workshop(s) and/or activity/activities.

Consent to Disclosure of Personal Data

LBADS will take reasonable steps to protect the individual's Personal Data against unauthorised disclosure. Subject to the provisions of any applicable law, Personal Data belonging to our clients and/or family members, and/or others, may be disclosed, for the above purpose(s) to the pertinent parties, that may involve/include our partner, and/or supporting, government (-linked) agency/agencies, fellow Voluntary Welfare Organisation(s), corporate organisation(s), medical body/bodies, educational institutions(sw), regulators, law enforcement bodies/groups and/or any other relevant party/parties, at any stage(s) of our collaboration on, and/or actual execution of, the

project(s) concerned. Photographs and/or video-recordings will be taken as well, during events and programmes organised by LBADS.

LBADS would be informing all parties involved, via the pertinent invitation e-mail(s)/ flyer(s)/letter(s) and/or through (verbal) announcement(s) via our online/social media (including, but not limited to, our Website, Facebook page, e.g.) prior to, and possibly also on and/or following, the day(s) of the event concerned. The purpose of the phototaking and/or video recording for the event is primarily for LBADS's corporate reports and/or publications, meant mainly to publicise the event and/or any noteworthy aspect(s) of it.

Contacting LBADS, Regarding Withdrawal of Consent, Access and/or Correction(s) of Personal Data

Should you:-

- 1) Have any questions or feedback relating to your Personal Data and/or our Data Protection Policy,
- 2) Wish to withdraw your consent to any use of your Personal Data as set out in this Data Protection Policy and/or,
- 3) Wish to obtain access, and/or make any correction(s), to your Personal Data records

Please contact LBADS, by e-mailing and/or post mailing, us, as follows: -

E-mail address: helen.lee@parabowlsingapore.org.sg

Attention to:

Data Protection Officer / Manager, Lawn Bowls Association for the Disabled (Singapore)

Lawn Bowls Association for the Disabled (Singapore)

3 Stadium Drive, Singapore 397629