



## **PERSONAL DATA PROTECTION POLICY (“POLICY”)**

This Policy sets out how the National Council of Churches of Singapore (collectively, ‘NCCS’ or ‘We’) uses, collects and discloses personal data about you so that we can provide you with the directory of Churches and Christian Organisations in Singapore and services. It also sets out how you can update us or request to be unsubscribed from our listing.

NCCS respects your privacy and recognizes that your personal data is important to you. We appreciate the trust you have with us and are committed to safeguarding your personal information.

### **1. Your Personal Data**

‘Personal data’ generally refers to data about an individual who can be identified from that data, in whatever form. It includes information such as individual’s name, identification number, address, mobile phone number, email addresses and photos and video images of the person (including CCTV images). Employee data of the church such as salaries, medical records and educational records is also recognized as personal data and is subject to all the obligations of the PDPA.

### **2. How We Collect Your Personal Data and Why**

NCCS uses your personal information for several purposes, including:

- Providing services to you
- Conducting training for employees and church members
- Matters relating to your employment with the organization
- General compliance with legal and regulatory obligations.

#### **2.1 Membership application**

When you apply for NCCS membership on behalf of your church or organization, we receive your personal information such as name, address, telephone number and email address etc for our Council’s review and subsequent correspondence.

#### **2.2 Applications for Licenced Solemniser and Deputy Registrar through NCCS office.**

When you apply for Licence to solemnize civil marriages in Singapore through the NCCS office, we receive your personal information for the purpose of submission and correspondence with the Registrar of Marriages and subsequent follow up on your renewal of licence.

### **2.3 Registration with NCCS Seminars, Events & Training workshops.**

When you register for courses, seminars, workshops or events organized or co-organised by NCCS, we may need or collect your personal information such as your name, address, telephone number, email address etc so that we can follow up with you and update you promptly on current or future events which may interest you.

### **2.4 Donations to NCCS or Advertisement placements on NCCS publications.**

When NCCS receives support through your donation and placement of advertisements to our publications, we may need to collect your personal information such as your name, address, email address and telephone number, bank account and cheque number where applicable so that we can send you our acknowledgement receipt or contact you for any clarification pertaining to the donations.

### **2.5 Information collected online for the publication of the NCCS directory and data for internal use by the NCCS members.**

When you update your information online to our database (jointly managed with Bible Society of Singapore), your personal information may be used for the regular publication of NCCS directory, "A Guide to Churches and Christian Organisations in Singapore" as well as services for NCCS members ie compilation of national statistics of the Christian community in Singapore etc .

### **2.6 Information collected on website.**

We may collect information such as your name, email address, telephone number when you fill up our online forms, so that we can respond to your enquiries promptly.

### **2.7 Walk-in Customers.**

We may collect information such as your name, email address, telephone number when you visit our NCCS office to purchase our products or enquire our services so that we can inform you of our products and latest promotions.

### **2.8 Photographs and audio/video recordings.**

Through your participation and involvement in NCCS related events, your photographs and audio /video recordings may be collected.

## **3 How we use and disclose your Personal Information to**

Once you have given us your personal information, you are not anonymous to us. We may use your personal information to contact you for our promotions and launch of courses, seminars, workshops and events from time to time. This may include mail, email, phone calls and text messages. We are committed to send you only text messages that pertain to the courses, seminars, workshops and events which you have signed up with us.

Photographs and audio/video recordings during NCCS events may be used for internal and external advertisement purposes in mediums such as printed newsletter, brochures, flyers, posters, banners, calendars, electronic publications, websites and social media platforms.

We respect your privacy - church staff and members of the church will use their best efforts to ensure your personal information is protected. Your personal information is generally kept confidential but you hereby consent and authorize us to provide or disclose your personal information for the purposes stated above. When you give us personal information about a third party ( e.g. your spouse or children or friend), you confirm that they have appointed you to act for them, to consent NCCS's use of their personal information.

We do not sell your personal information to any third party.

If you do not wish to receive information on our promotions and services, you may opt out at any time calling our office at 6336 8177 or email us at [admin@nccs.org.sg](mailto:admin@nccs.org.sg) to inform us to be unsubscribed from our mailing list/database.

#### **4. How do we store your personal information**

Your personal information is stored in our database. We are committed to providing high level of security and controls to protect your personal information against unauthorized access. Your personal information is retained until you opt out.

You may request for changes to be made to your personal information. All changes or updates to your personal information should be substantiated by the relevant documentation to the contact below.

NCCS reserves the right to amend the NCCS Privacy Policy on PDPA in accordance with prevailing government regulations.

#### **5. Contact Information**

The General Secretary

National Council of Churches of Singapore

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Email: [admin@nccs.org.sg](mailto:admin@nccs.org.sg)

Address : 06-15 Peninsular Plaza, 111 North Bridge Rd Singapore 179098

Website: [www.nccs.org.sg](http://www.nccs.org.sg)

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