

# **Privacy Policy**

Last Updated: 19 Feb 2020

### **Personal Data Protection**

As part of its charitable activities, Interserve Singapore collects personal data from its members, donors, volunteers and event or programme participants for administration, fundraising, events, education programmes and corporate communication purposes. The Personal Data Protection Act 2012 (PDPA) establishes a data protection law that comprises various rules governing the collection, use, disclosure and protection of personal data.

Interserve Singapore has adopted a corporate policy for personal data protection in line with PDPA requirements. PDPA recognises both the rights of individuals to protect their personal data, including rights of access and correction, and the needs of organisations to collect, use or disclose personal data for legitimate and reasonable purposes.

## **Collection of Data**

Interserve Singapore may collect personal data on its website or in various application and response forms. Personal data are collected during fundraising activities, vision trips, events and programmes.

## **Communication and Use of Data**

The Board recognises the importance of members, donors, volunteers and event or programme participants' confidentiality and requires the executive leaders to closely adhere to the Singapore statutes and guidelines given by the Personal Data Protection Commission.

## Media

We occasionally share photos or videos of Interserve Singapore activities over our enewsletter Intersect and Annual Report. If you attend an Interserve activity, your image may be taken in photos or videos of the event which may be retained and published by Interserve. If you do not want to be photographed or filmed, please write in to us.

#### **Donors**

Interserve Singapore is committed to financial integrity, donor confidentiality and accountability. Interserve Singapore will ensure that donors receive accurate and ethical information about the organisation, and the intended use, value and tax implications of donations. Interserve Singapore follows the fundraising guidelines practices set by the Singapore Commissioner of Charities and will ensure that its fund-raising activities are transparent and ethical. Interserve Singapore may wish to acknowledge your donation and if you wish to remain anonymous, you may inform us in a note when you make the donation.

#### **Contact Us**

You may contact us to withdraw your consent and address any queries relating to the collection, use and disclosure of personal data to the Data Protection Officer at start@interserve.org.sg or call us at +65 9179 3633.