

The Personal Data Protection Act (PDPA)

With effect from 2nd July 2014 onwards Chen Su Lan Methodist Children's Home (CSLMCH) will be adhering to new rules and procedures, as required by the Personal Data Protection Act (PDPA), concerning the collection, use, disclosure and disposal of personal data.

Personal data includes any information by which an individual can be identified. The PDPA was designed and passed into law by the government in order to protect the privacy of individuals and guide organisations in Singapore who need to use personal data for work related purposes. **Our Data Protection Policies & Procedures**

Chen Su Lan Methodist Children's Home (CSLMCH) only collects, uses or discloses personal data for work related purposes. Personal data is collected from residents, volunteers, staff and donors when they join or donate to CSLMCH. This information is kept strictly confidential and only used or disclosed to other agencies or individuals for reasons of administration, correspondence, screening, public relations, auditing, and social or medical welfare purposes. The personal data is then destroyed when it is no longer needed for work purposes.

If you have given your personal data to CSLMCH before 2nd July 2014, your consent is deemed as given and we will continue to use this information for the same purposes.

Enquiries about Personal Data & DPO Contact Details

Should you have any enquiries relating to our data protection policies and practices or your personal data held by CSLMCH, or should you wish to correct, complain or withdraw your consent to allow us to use your personal data, please contact our Data Protection Officer (DPO):

Name: Mr Arnout Hoof, Operations Manager

Email: arnout@cslmch.org.sg

Telephone Number: +65 6713 9163

Postal Address: 202 Serangoon Garden Way, Singapore 556057