

River Community Church Data Protection Policy

1 Data Protection Policy

River Community Church (RCC) is committed to safeguarding the personal data entrusted to it. RCC manages personal data in accordance with Singapore Personal Data Protection Act and other applicable written laws. This Data Protection Policy outlines the principles and practices adopted by RCC in protecting personal data.

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

2 Personal Data

RCC shall only collect personal data relevant to the purpose of the collection or if it is mandatory in order to accomplish the purpose.

Personal data refers to any data, whether true or not, about an individual who can be identified from that data or/and other information to which we have or are likely to have access, including data in our records as may be updated from time to time.

Examples of personal data may include (depending on the nature) name, partial NRIC number, passport or other identification number, telephone number, mailing address and email address among others.

3 Consent of Data Collection

RCC shall seek consent from an individual to collect, use or disclose the individual's personal data, except in specific circumstances where collection, use or disclosure without consent is authorised under the PDPA or required by any other written law.

Consent may be collected through written documentations or electronically. In situations where consent cannot be conveniently obtained in written form or electronically, RCC may opt to obtain verbal consent and such process shall be approved by the Data Protection Officer (DPO).

Deemed consent

RCC may deem that the individual has consented to collection, usage and disclosure of personal data in situations where the individual provided information for obvious purposes.

Example: An individual providing personal data for RCC membership.

Withdrawal of Consent

Any individual may withdraw consent to the use and disclosure of the individual's personal data at any time, unless such personal data is necessary for RCC to fulfil its legal obligations.

RCC shall comply with the withdrawal request and inform the individual if such withdrawal will affect the services and arrangements between the individual and RCC. RCC may cease such services or arrangements as a result of the withdrawal.

4 Notification of Data Collection

Prior or during the collection of personal data, RCC shall notify the individual the purpose for which the personal data is collected, except when such personal data is provided for an obvious purpose.

5 Access to and Correction of Personal Data

Individuals whose personal data are kept by RCC shall be allowed access to their personal data. RCC shall disclose such information, including the usage and disclosure history of the personal data that has occurred within a year of the date of request. RCC may impose monetary charges for requests for access in accordance with the PDPA law.

Individuals may contact RCC to make corrections to their personal data that is in our possession in accordance with the requirements of the PDPA.

6 Accuracy of Personal Data

RCC will make reasonable efforts to ensure that personal data collected is accurate and complete. RCC relies on individuals' self-notification of any changes to their personal data.

7 Disclosure of Data to Third Parties

RCC shall not disclose personal data to third parties except when required by law, when the individual has given consent or in cases where it is required by a third party contractor engaged specifically to assist with RCC's activities.

Examples of third parties include relevant government regulators, statutory boards, auditors, etc.

8 Protection of Personal Data

RCC has implemented generally accepted standards of technology and operational security in each department to protect personal data against unauthorised disclosure. Individual departments will determine appropriate security measures for their operating unit.

RCC's IT service provider is in compliance with security standards in line with industry practices and the network that hosts personal data is secured and protected against unauthorised access. Electronic files that contain sensitive or confidential personal data are secure and only made available to staff with authorised access.

The DPO shall review and examine such arrangements and provide necessary recommendations in accordance with the PDPA. In the event of a security breach, the DPO shall be notified. The DPO will investigate if such a breach is a malicious act and shall take appropriate action after consulting with RCC's management.

9 Retention of Personal Data

RCC shall cease to retain personal data when the purpose for collection of personal data is no longer being served by such retention, and such retention is no longer necessary for legal purposes.

RCC shall ensure that disposal of personal data is performed appropriately. Such methods may include proper disposal of paper records and permanently deleting of electronic records.

10 Contact our Data Protection Officer

Request for access to and correction of personal data may be made in writing to dpo@river.org.sg. The DPO shall verify the identity of the individual before responding to the request for access or correction via telephone call, written note or electronic mail. In any case, the DPO shall keep records of such requests and responds for future reference and verification.

If you have any questions regarding this Policy, we would be glad to hear from you. Please email us at dpo@river.org.sg.

We will try to respond to your question or request promptly. We may however, depending on the nature of the question or request, need up to 30 days to provide you an estimate of when we will be able to respond to you.

RCC reserves the right to amend the RCC Data Protection Policy in accordance with the prevailing Singapore government regulations.