

PERSONAL DATA PROTECTION POLICY

1 INTRODUCTION

- 1.1 The Alkaff Mosque Kampung Melayu Management Board ("Alkaff Mosque Kampung Melayu") shall comply with the Personal Data Protection Act 2012 (PDPA). The Mosque is responsible to properly manage, protect and process our stakeholder's personal data. Alkaff Mosque Kampung Melayu is therefore committed to comply with the Personal Data Protection Act (the "PDPA")
- 1.2 This document contains the Policy and Practices ("P&Ps") adopted by Alkaff Mosque Kampung Melayu in the collection, use, disclosure and update of personal data that is in its possession or will come into its possession.

2 DATA PROTECTION OFFICER

- 2.1 The Mosque shall appoint a Data Protection Officer ("DPO") who is responsible for ensuring mosque's compliance and implementation of PDPA.

3 COLLECTION OF PERSONAL DATA

- 3.1 The Mosque shall only collect personal data that are reasonably necessary to fulfil the purposes for which the personal data are collected. Please refer to ***Annex A: Personal Data*** on personal data collection and its usage by the mosque.
- 3.2 For any personal data collected **before** 2 July 2014 (the "Appointed Day"):
 - 3.2.1 The Mosque is not required to obtain consent for the collection of personal data before the Appointed Day.
 - 3.2.2 If a person does not want the Mosque to retain his or her personal data collected before the Appointed Day, the person must give reasonable notice to the Mosque to withdraw his or her consent.
- 3.3 Personal data collected **after** the Appointed Day:
 - 3.3.1 After the Appointed Day, the Mosque shall obtain the consent from the person before collecting his or her personal data. This includes the collection of additional personal data about the person whom the Mosque has collected before the Appointed Day.

4 USAGE OF PERSONAL DATA

- 4.1 The Mosque may use personal data collected before the Appointed Day for the purposes for which the personal data was collected, whether such usage occurs before or after the Appointed Day.
- 4.2 The Mosque shall obtain consent from the person to use his or her personal data that has been collected after the Appointed Day.
- 4.3 Where a person withdraws his or her consent, the Mosque shall cease to use the person's personal data within a reasonable time, whether his or her personal data was collected before or after the Appointed Day.

5 DISCLOSURE OF PERSONAL DATA

- 5.1 The Mosque may disclose personal data collected for the purposes which that personal data was collected for.
- 5.2 The Mosque shall obtain consent to disclose personal data that has been collected after the Appointed Day.
- 5.3 Where a person withdraws his or her consent, the Mosque shall cease to disclose his or her personal data.

6 CONSENT OF PERSONS BELOW THE AGE OF 18 YEARS OLD

- 6.1 For persons below the age of 18 years old, the Mosque shall obtain the consent of his or her parent or guardian before collecting, using or disclosing the person's personal data.

7 PROTECTING AND STORING OF PERSONAL DATA

- 7.1 The Mosque shall protect and control all personal data in its possession via reasonable arrangements to prevent unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks related to personal data in its possession.
- 7.2 The Mosque may implement appropriate security and safeguarding measures, as follows:
 - 7.2.1 Safekeeping of personal data in locked cabinets and restriction of access to offices
 - 7.2.2 Restricted access to the personal data, which may include security clearance and limiting access to authorised personnel only
 - 7.2.3 Password protected and encryption of the personal data stored in any electronic medium.
- 7.3 Where necessary, highly sensitive and confidential personal data shall be kept under greater protection whereby access to such information are given to authorised personnel only.
- 7.4 The Mosque is to ensure that all employees and volunteers are aware of the importance to protect the confidentiality of the personal data.
- 7.5 The Mosque shall ensure that care is taken when personal data are disposed or destroyed to prevent unauthorised access to the personal data.

8 RETENTION OF PERSONAL DATA

- 8.1 The Mosque shall ensure that any personal data that are no longer serving the purpose(s) for which they are collected, or that are no longer necessary to be retained for any legal or business purpose, are removed or made anonymous.

9 WITHDRAWAL OF CONSENT AND MAKING A COMPLAINT

9.1 A person may withdraw his or her consent to the collection, use or disclosure of his or her personal data by giving reasonable notice to Alkaff Mosque Kampung Melayu.

9.2 A person who wishes to make a request, or to lodge a complaint to Alkaff Mosque Kampung Melayu pertaining to any failure to comply with the provisions of the PDPA, may lodge their request/complaint to the DPO by email or post to:

Email address: **dpo@alkaffkm.mosque.org.sg**

Mailing Address: **Data Protection Officer
Alkaff Mosque Kampung Melayu
200 Bedok Reservoir Road
Singapore 479221**

9.3 Upon receiving the complaint, the DPO shall acknowledge receipt of the complaint within 3 working days. Investigations will be conducted within the next 15 days in order to address any concerns relating to compliance with the PDPA.

10 AVAILABILITY AND REVIEW OF P&P

10.1 The document shall be made available on the mosque's website, **www.masjidalkaffkm.org** or at the **Mosque's office located at 200 Bedok Reservoir Road, Singapore 479221, upon request.**

10.2 The Alkaff Mosque Kampung Melayu Management Board shall monitor, review and amend this document in its absolute discretion where it deems necessary or appropriate in accordance with the PDPA.

PERSONAL DATA

1 WHAT IS PERSONAL DATA?

1.1 Personal Data is any information about you that you have provided to us including but not limited to the following:

- A. Name
- B. National registration identity card (NRIC), foreign identification number (FIN), Passport details, Birth Certificate (BC)
- C. Contact details (including telephone number and email address)
- D. Residential address
- E. Date of birth
- F. Gender
- G. Nationality
- H. Race
- I. Marital Status
- J. Education Background
- K. Occupation
- L. Name of school currently attending (students only)
- M. Parent's name and particulars (for those below age of 18)
- N. Photographs, audio / video recordings
- O. Feedback and response to survey / evaluation form

2 HOW IS YOUR PERSONAL INFORMATION COLLECTED?

2.1 MOSQUE MEMBERSHIP DATABASE

2.1.1 In order for us to keep a record and update our existing database, we may from time to time contact you to check and request for your updated personal information. Information collected may be used for communication purposes, responding to enquiries as well as feedback and/or providing updates on the Mosque.

2.2 MOSQUE EVENTS, ACTIVITIES AND PROGRAMMES

2.2.1 Alkaff Mosque Kampung Melayu organises events, activities and programmes on a regular basis. The events, activities and programmes may require participants to register, hence, information such as NRIC, FIN, passport details, BC, name, postal address, email address and telephone number, marital status, profession, age may be collected only for use by the mosque to follow up with you and update you promptly as well as to inform you of future events that may interest you.

2.3 INFORMATION COLLECTED ON WEBSITE

2.3.1 The mosque may collect information such as your name, email address, telephone number when you fill in our online "Contact Us" form, so that we could respond to your enquiries promptly.

2.4 PHOTOGRAPHS AND AUDIO / VIDEO RECORDINGS

2.4.1 The mosque may collect your photographs and audio/video recordings through your participation and involvement in the mosque events, activities and programmes.

3 HOW IS YOUR PERSONAL INFORMATION USED BY THE MOSQUE?

- 3.1 Once you have given us your personal information, you are not anonymous to us. The mosque shall use your personal data to contact you for the mosque upcoming events, activities and programmes, from time to time via mail, email and text messages. The mosque is committed to send you only information pertaining to the events, activities and/or programmes which you have registered with us.
- 3.2 Photographs and audio/video recordings during the Mosque events, activities and programmes may be used for our publicity and promotional purposes. The publicity and promotional exercise may be in the form of physical and technology medium such as, printed and/or electronic publications, brochures, flyers, posters, banners, and calendars as well as on websites and via social media platforms.
- 3.3 The mosque may also disclose your personal information to third party agencies such as insurance companies and travel agencies for travel insurance and hotel bookings where applicable. Access to your personal information may only be provided to the third party agencies for the purpose of performing the mosque's services. The mosque will require the third party agencies to ensure that the personal information disclosed to them is kept confidential and secured.
- 3.4 If you do not wish to receive information or updates from the Mosque, you may opt out and unsubscribe from our mailing list/database by call at 62427244 (during the Mosque's operating hours) or email to dpo@alkaffkm.mosque.org.sg.