

Singapore Life Saving Society (“SLSS”)

PERSONAL DATA PROTECTION POLICY (“SLSS PDP POLICY”)

SLSS adheres to Personal Data Protection Act 2012 (the “PDPA”) which is aimed to protect personal data collected while enabling SLSS to use the submitted personal data in a necessary and appropriate manner to serve you. SLSS undertakes the responsibility to properly manage, protect and process personal data in its possession.

For purposes of this SLSS PDP Policy, the term “individual” shall include the legal guardian of SLSS’s client who is a minor or a person who is not legally capable of managing his/her affairs.

1. Personal data

- 1.1 ‘Personal data’ means Personal Data as defined under PDPA.
- 1.2 SLSS will take necessary measures to carefully administer and safeguard your data safe by:
 - 1.2.1 processing and keeping your data with confidentiality and adequate security measure(s)
 - 1.2.2 limiting access of your data to only authorized SLSS Officer and/or personnel who is related to matter concerned
 - 1.2.3 sharing with other authorized/relevant personnel/organization of your data only for a valid matter/reason, with only necessary details (e.g. name, contact number) to be disclosed.

2. Consent from an Individual

- 2.1 By signing our forms and taking part in our activities, you consent to your personal data being collected, which data will be used for lifesaving and other activities in line with our organizational objectives.

3. Collection, use and disclosure without consent

- 3.1 SLSS may use or disclosed your personal data without your consent if the use is necessary for any purpose which is:
 - 3.1.1 clearly in the interests of the individual, if consent for its use cannot be obtained in a timely way or the individual would not reasonably be expected to withhold consent;
 - 3.1.2 to respond to an emergency that threatens the life, health or safety of the individual or another individual;
 - 3.1.3 the personal data is publicly available;
 - 3.1.4 in the national interest;
 - 3.1.5 to comply with the law, including disclosing submitted personal information in response to a request made by any government authority or regulator.
- 3.2 You hereby consent to all such use and disclosure of submitted personal information by SLSS.

4. Care of Personal Data

- 4.1 To ensure that your personal data collected is accurate and updated, you may request to update your personal data by writing to SLSS at slss@slss.org.sg anytime to provide your updated information.
- 4.2 Upon the disposal of consent or the end of the purpose for the collection of the personal data, the personal data will be disposed within a reasonable time upon the withdrawal of your consent or the end of the purpose for the collection of the personal data.

5. Withdrawal of consent

- 5.1 You may withdraw your consent given to SLSS by submitting your request of withdrawal (please download and complete the 'WITHDRAWAL OF CONSENT FORM' at <http://www.slss.org.sg/SLSS%20Personal%20Data%20Protection%20Policy.htm>) to SLSS at slss@slss.org.sg. SLSS will within a reasonable time, cease collecting, using or disclosing the personal data, as the case may be.
- 5.2 Do take note that in certain circumstances, the withdrawal of your consent may result in SLSS no longer able to serve you.

6. Complaint & Grievance Process

- 6.1 Should there be any query, complaint or grievance with regard to SLSS PDP Policy, please call/write/email to SLSS as follows:

The General Manager

Data Protection Officer

Address: Singapore Life Saving Society
c/o Kallang Basin Swimming Complex
21 Geylang Bahru Lane
Singapore 339627
Tel: 6299 3660
Email : slss@slss.org.sg

7. Updates on SLSS PDP Policy

- 7.1 As part of SLSS's efforts to ensure that personal data is properly managed, protected and processed, SLSS will be reviewing the SLSS PDP Policy, procedures and processes from time to time.
- 7.3 SLSS reserves the right to amend the terms of the SLSS PDP Policy from time to time as deems appropriate. This SLSS PDP Policy and any amendment to the SLSS PDP Policy will be posted on SLSS website at <http://www.slss.org.sg/SLSS%20Personal%20Data%20Protection%20Policy.htm>. While SLSS takes reasonable care to ensure that information published about its PDP Policy is up-to-date, SLSS does not guarantee the accuracy / completeness of such information.

SLSS Contact Information:

Tel: (65) 6299 3660

Email: slss@slss.org.sg

Website: www.slss.org.sg