

# 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 the 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 her/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:
- 1.3 Processing and keeping your data with confidentiality with adequate protection measure(s)
- 1.4 Limiting access of your data to only authorized SLSS Officer and/or personnel who is related to matter concerned.

### 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 and disclosed for lifesaving and other activities in line with our organizational objectives.

### 3. Collection, use and disclosure Personal Data

- 3.1 SLSS may use or disclosed your personal data without your consent if the use is necessary for any purpose which is:
- 3.2 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;
- 3.3 To respond to an emergency that threatens the life, health or safety of the individual or another individual;
- 3.4 The personal data is publicly available;
- 3.5 In the national interest;
- 3.6 To comply with the law, including disclosing submitted personal information in response to a request made by any government authority or regulator.

## 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 [ops@slss.org.sg](mailto:ops@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 emailing us at [ops@slss.org.sg](mailto:ops@slss.org.sg) SLSS will within a reasonable time, cease collecting, using or disclosing the personal data , as the case may be.

## 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, The  
c/o Kallang Basin Swimming Complex  
21 Geyland Bahru Lane  
Singapore 339627

Email: [ops@slss.org.sg](mailto:ops@slss.org.sg)  
Tel: 6299-3660