

Leng Kwang Baptist Church

(English Congregation)

Personal Data Protection Policy Statement

Introduction

The Personal Data Protection Act (“**PDPA**”) governs the collection, use and disclosure of individuals’ personal data. It applies to churches.

In compliance with the PDPA, Leng Kwang Baptist Church (“**LKBC**”) hereby expressly states its personal data protection policies.

LKBC may from time to time update this policy to ensure that it is keeping with the future developments or changes to the PDPA. All updates to this policy will be published at www.lkbc.org.sg.

If you have any queries, please direct them to Ms Linda Lim, the LKBC Data Protection Officer (“**DPO**”), c/o the LKBC PDPA Committee at 365 Bukit Timah Road, Singapore 259726, Tel: 67320738.

1. Consent Obligation

We will only collect, use or disclose your personal data for purposes for which you have given your consent. This consent can be expressed (i.e. with your specific agreement to provide your personal data for a specific event/ activity), or implied (e.g. LKBC inform you that it will be collecting personal data for specific event/ activity and you provide your personal data). If you provide LKBC with personal information relating to a third party (e.g. your spouse, child, parent, relative, maid, or friend), you represent to us that you have obtained the consent of the relevant third party to provide us with their personal data for the respective purposes.

In all cases, you have the right to withdraw consent, by providing LKBC with reasonable notices. Should the withdrawal of such consent affects the ability of LKBC to fulfil its obligations or purpose for which the data was initially collected, LKBC will inform you of the consequences of your withdrawal. Upon withdrawal of your consent, we shall cease to collect, use or disclose your personal data.

2. Purpose Obligation

As a church, LKBC may collect, use or disclose personal data of church Member and worshippers or visitors for any of the following purposes:

- Administering and managing Member and non-members' (including regular visitors, visitors to special events) relationship with LKBC, including the provision of services to Members and non-members;
- Providing Members and non-members with information about membership services, facilities and/or other benefits being offered or made available by LKBC to the public, Members and non-members;
- Providing Members and non-members with information about third party and/or external vendor/supplier promotions, deals and/or other services being offered or made available to Members and/or non-members, through partnerships, associations and/or other collaborations involving such third parties or external vendors/suppliers and LKBC;
- Organising and/or facilitating events or programs involving Members and non-members and/or verifying the eligibility of such Members and non-members to participate in such events or programs;
- Church camps. From time to time, LKBC organises church camps or such similar activities for church members and other invitees. To enable LKBC to organise such a activities, church members and such individuals participating in such activities will be required to disclose their personal data to LKBC to facilitate the booking of accommodation, transport and such other purposes. This will require LKBC to disclose the personal data of such individuals to third parties, in Singapore or overseas.
- And all other similar purposes as above.

3. Notification Obligation

The purposes for which LKBC collect, use or disclose individual personal data are stated in paragraph 2 above.

4. Access & Correction Obligation

(a) Access Request

Generally, you have the right to know about how your personal data has been used or disclosed for the past 1 year, if LKBC has possession of such personal data. However, there are circumstances which LKBC may not be able to do so if it is prohibited under the PDPA.

(b) Correction Request

LKBC will also correct any error or omission in an individual's personal data upon request as soon as practicable, but no later than thirty (30) days from the receipt of such correction request. Where such a correction request cannot be complied with within the 30-day time frame, LKBC would inform you in writing of the soonest practicable time in which such a correction can be made. However, LKBC may not be allowed to correct an individual's personal data if it is prohibited under the PDPA.

5. Accuracy Obligation

LKBC will make all reasonable effort to ensure that all personal data collected by or on behalf of LKBC is accurate and complete, if it is likely to be used to make a decision that affects the individual, or if it is likely to be disclosed to another organisation.

6. Protection Obligation

LKBC will take all reasonable efforts to protect all individual personal data in its possession or under its control by making reasonable security arrangement to prevent unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks.

7. Retention Limitation Obligation

LKBC will cease retention of personal data or remove the means by which the personal data can be associated with particular individuals when it is no longer necessary for any business or legal purposes. In any case, the personal data of non-members shall not be retained beyond 2 years of, his/her last known visit to LKBC or its organised activity.

8. Transfer Limitation Obligation

For church camp purposes, LKBC may have to transfer individual personal data of individuals who signed up for the camps overseas or in Malaysia. Whilst LKBC has no control over the protection of the individual personal data transferred to these third parties overseas, it will use its best endeavour to ensure that they protect and secure the personal data transferred to them.

9. Openness Obligation

The LKBC PDPA Committee will make information about LKBC's data protection policies, practices and complaints process available upon request.

10. Enquiry

Any enquiry or feedback about the LKBC PDP policy shall be directed to the Church's Data Protection Officer for her attention and action.