

## **Beyond Social Services Privacy Policy Statement**

Last updated: 2 May 2017

We are committed to safeguarding your privacy. This document describes how we collect, use, disclose and care for the Personal Data of all individuals whom we deal with, including visitors to our websites namely [www.beyond.org.sg](http://www.beyond.org.sg) and [www.beyonresearch.sg](http://www.beyonresearch.sg).

If you have any queries about this policy statement, wish to change or update your Personal Data or wish to withdraw your consent for the use of your Personal Data, please write to us and attention it to the Data Protection Officer at Block 26 Jalan Klinik #01-42/52 or email to [dataprotectionofficer@beyond.org.sg](mailto:dataprotectionofficer@beyond.org.sg). We will respond to you within a reasonable period of time, depending on the nature and complexity of your query. If you wish to withdraw your consent for the use of Personal Data, please allow 2 weeks for us to process your request.

### Personal Data

It refers to information which identifies you such as your name, personal identification number (NRIC or passport number), electronic email address, mailing address, contact numbers, etc.

### Collection of Data

Your Personal Data which we may collect are voluntarily given to us by you.

You consent to our use of your Personal Data, when you:

- a. call / email / SMS us to:
  - ask for support
  - refer us to someone in need of our support
  - enquire about our services
- b. donate to us
- c. request to be in our mailing list
- d. sign up as a volunteer
- e. apply for assistance schemes
- f. receive in-kind / sponsored gifts
- g. participate in community outreach activity/event
- h. apply for employment
- i. respond by email to a web or direct communication

Your Personal Data will be used by us to carry out our activities. We do not disclose your Personal Data to third party fundraisers or for marketing purposes.

We may collect information about children and youths. This information may be provided by children and youths themselves if they are at least 13 years of age, or by their parent or legal guardian if they are below 13 years of age. The information may also be provided by social workers assisting such children and youths, provided that consent is obtained by the social worker (from the child/youth or his/her parent

or legal guardian, as appropriate) to provide the information. The information could include the name, date of birth, gender, address and telephone number of the child or young person. It may also include sensitive information relating to their religion, ethnicity, physical or mental health or condition, criminal offences and sentences. The information collected by us is for the purpose of answering enquiries, providing advice and support to these children and youths, and their families.

We do not collect any Personal Data when you browse our websites. If you are a donor or supporter of BSS, we may publish your name in our annual reports, websites and collaterals, unless given you have given written instructions not to publish your name in the materials stated above.

If you do not wish to receive our communications or do not wish to be contacted, you may opt out by writing to our Data Protection Officer at the mailing address or email address stated above.

#### Protection of Personal Data

We will protect your Personal Data in our possession or under our control by making reasonable security arrangements to prevent unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks. We will take suitable steps to ensure the information is accurate, up to date and kept only for so long as necessary for the purposes for which it is intended/used.

#### Online postings

BSS reserves the right to monitor, remove and review the contents when found to be objectionable by us:

- a. online discussions
- b. online chats
- c. forums
- d. postings
- e. message boards

#### Disclosure and Emergency

BSS will not share your Personal Data with third parties without your permission unless required to do so by law or in emergency situations that threatens your or another person's life, health or safety to the hospital, police or law enforcement agency.

#### Your consent

By providing us with your personal information you consent to the collection and use of that information for the purposes and in the manner described in this Privacy Policy.

#### Links to other websites

This website contains links to other websites other than under BSS. We are only responsible for three named websites under our charge and information collected by them.

#### Changes/Updates

We will update the terms of the Policy from time to time. So please check it and the 'Last Updated' date above will indicate the date of change.