



9 March 2023

Sikh Missionary Society Singapore Personal Data Protection Policy

This policy outlines our commitment to protecting the personal data of individuals in compliance with the Personal Data Protection Act (PDPA) in Singapore.

1. Purpose of Collection, Use and Disclosure of Personal Data

We collect, use and disclose personal data for the following purposes:

- Providing services our members
- Processing transactions and payments
- Communicating with our members and responding to inquiries
- Improving our services
- Complying with legal and regulatory requirements

2. Consent

By providing your personal data to us, you consent to the collection, use and disclosure of your personal data as described in this policy. If you do not agree to the terms of this policy, please do not provide us with your personal data.

3. Types of Personal Data Collected

We may collect the following types of personal data:

- Contact information, such as name, address, telephone number, and email address
- Personal identification information, such as passport or National Identification Number
- Other information relevant to providing our services
- Information about your browsing and usage of our website or mobile applications

4. Retention of Personal Data

We will retain your personal data only for as long as it is necessary for the purposes for which it was collected, or as required by law.

5. Security

We take appropriate security measures to protect your personal data against unauthorized access, disclosure, alteration or destruction. These measures include internal reviews of our data collection, storage and processing practices, as well as physical security measures to guard against unauthorized access to our systems. We have encrypted our



data files. These files are not online so they will not be subjected to hacking. When dealing with external vendors e.g. printers and mailer service providers, only most relevant information is provided in an encrypted file. The file is then deleted by the vendor.

6. Access and Correction of Personal Data

You have the right to access and correct your personal data that we have on file. If you would like to access or correct your personal data, please contact us at info@sikhmissionary.org.sg.

7. Changes to this Policy

We may update this policy from time to time. We will notify you of any changes by posting the new policy on our website.

8. Contact Us

If you have any questions or concerns about this policy or our handling of your personal data, please contact us at info@sikhmissionary.org.sg.

Vetted and Approved by
Chairman,
Sikh Missionary Society, Singapore
9 March 2023