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## **Privacy Policy and Consent to Use of Personal Data**

In Inspire Community Services, we respect your privacy and recognise that your personal data is important to you.

Inspire aims to comply with the Personal Data Protection Act 2012 (PDPA) which establishes a data protection law that governs the collection, use, disclosure, and care of personal data.

By interacting with, submitting information to, or registering for any organized activity offered by Inspire, you consent to Inspire Community Services collecting, disclosing, and sharing of your personal data, for the purpose of our administration, services, events, ministries, and any other purpose that is reasonably related to carrying out the aforesaid.

We will only share your personal information with third parties on a required basis that is compliant with our Privacy Policy.

More information on the purposes for which we collect, use, disclose or processes your personal data and how we will protect your personal data can be found in our [Privacy Policy](#).

If you wish to update your personal data and/or withdraw the consent provided at any time or should you have any feedback or enquiries relating to your personal data, please contact:

Data Protection Officer  
Inspire Community Services  
1A Kim Keat Road S(328803)  
Tel: 80126268  
Email: [adeleneong@inspire.org.sg](mailto:adeleneong@inspire.org.sg)

## PRIVACY POLICY

**INSPIRE COMMUNITY SERVICES** takes our responsibilities under the Personal Data Protection Act 2012 (the “PDPA”) seriously. We recognize the importance of the personal data you have entrusted to us and believe that it is our responsibility to properly manage, protect and process your personal data.

This page contains the privacy policy adopted by Inspire Community Services to manage your personal data and to govern the use of this website (the “Site”) in accordance with the Personal Data Protection Act 2012 (the “Act”).

This privacy policy is designed to give you an understanding of how we collect, use and/or disclose the personal data you have provided to us, as well as to assist you in making an informed decision before providing us with any of your personal data.

If you, at any time, have any queries on this policy or any other queries in relation to how we may manage, protect and/or process your personal data, please do not hesitate to contact our Data Protection Officer (the “DPO”) at:

Telephone number: +65 6256 2333 (TBA)  
Email address: [admin@faithag.org.sg](mailto:admin@faithag.org.sg) (TBA)

### 1. INTRODUCTION TO THE PDPA

- 1.1 “Personal Data” is defined under the PDPA to mean data, whether true or not, about an individual who can be identified from that data, or from that data and other information to which an organization has or is likely to have access. Common examples of personal data could include names, identification numbers, contact information, medical records, photographs, and video images taken during events or seminars organised by Inspire.
- 1.2 Personal Data collected through the Inspire website, hardcopy forms (e.g., registration forms, application forms) and other channels will be handled in accordance with the PDPA.

### 2. COLLECTION OF YOUR PERSONAL DATA

- 2.1 In general, we collect your personal data in several ways, but not limited to the following:
  - (a) When you submit a membership registration form or other forms relating to the Inspire’s program like classes, workshops, and bursary.
  - (b) When you sign up to attend Inspire programs or training courses.
  - (c) When you make use of various functionalities in our Site and/or App.
  - (d) When you contact us for enquiries, either via emails or phone calls.
  - (e) When you are visiting our office or attending our programs or events.
  - (f) When you donate or make payment to the Inspire.
  - (g) When you request us to contact you.
  - (h) When you submit your personal data to us for employment purpose.

2.2 The personal data that is collected by Inspire may include some or all the following personal information:

- (a) Name
- (b) NRIC/FIN/Passport Number
- (c) Nationality
- (d) Marital status
- (e) Date of birth
- (f) Gender
- (g) Company name
- (h) Job title/profession
- (i) Contact information such as email addresses and telephone numbers
- (j) Demographic information such as address, postal code, preferences, and interests
- (k) Photograph, audio/video recording and digital image
- (l) Correspondence details when you contact us

### **3. PURPOSES OF COLLECTION, USE AND DISCLOSURE OF YOUR PERSONAL DATA**

3.1 Generally, Inspire collects, uses, and discloses your personal data for the following purposes:

- (a) Conducting and organising Inspire activities, including services and events
- (b) Managing Inspire administration and relationship with members
- (c) Education and training
- (d) Fund raising, donations and activities for charities causes
- (e) Responding to your queries and requests
- (f) Resolving complaints and handling requests and enquiries
- (g) Providing service for communities or public
- (h) Internal and external communication and publications
- (i) Delivering information regarding news, publications, and events
- (j) Internal record keeping
- (k) Tracking and auditing donations made to the Inspire
- (l) Handling any issues which may come to our attention
- (m) Accounting, billing, and verification purposes

3.2 Your personal data will be retained by Inspire as long as necessary according to our internal policy for the fulfilment of the purposes stated above or is required to satisfy legal, regulatory or accounting requirements.

### **4. DISCLOSURE OF YOUR PERSONAL DATA**

4.1 Inspire will take reasonable steps to protect your personal data against unauthorised disclosure. Subject to the provisions of any applicable law, your personal data may be disclosed, for the purposes listed above (where applicable), to the following:

- (a) The Inspire's staff and volunteers
- (b) Agents, contractors or third-party service providers who provide services to Inspire, such as website maintenance services, internet cloud services, courier services, other operational services and/or other services to Inspire or the Site and/or App
- (c) Our professional advisers such as auditors and lawyers

- (d) Relevant government regulators, statutory boards or authorities or law enforcement agencies to comply with any laws, rules, guidelines and regulations or schemes imposed by any governmental authority; and
- (e) Any other party to whom you authorise us to disclose your Personal Data to.

4.2 Inspire will use its reasonable endeavours to ensure that the third parties, whom your personal data is being disclosed to, will provide a comparable standard of protection to your personal data. However, Inspire does not provide any warranty or take any responsibility of any misuse undertaken by those third parties.

## 5. CONSENTS

5.1 By submitting your personal data to Inspire, you agree and consent to the collection, use and disclosure of your personal data by Inspire for some or all the purposes mentioned above.

5.2 If at any time we decide to collect, use, or disclose your personal data in a different manner to the purposes set out above, we will request your consent to the additional purpose in writing, which you may refuse to give at your discretion.

5.3 If you provide us with personal information relating to a third party (e.g., information of your spouse, children, parents, or relatives), you irrevocably and unconditionally represent, warrant, and undertake that you have obtained the consent of the third party to provide us with their personal data for the respective purposes.

## 6. REQUEST TO WITHDRAW CONSENT

6.1 You may at any time withdraw your consent for the collection, use or disclosure of your personal data that is in our possession by giving prior notice in the form of a formal written request addressed to the Data Protection Officer.

6.2 We will process your request within a reasonable time from such a request for withdrawal of consent being made, and will thereafter not collect, use and/or disclose your personal data in the manner stated in your request. **Please note that once consent is withdrawn, your request for any of the above purposes may as well be cancelled, and hence we may not be able to fulfil our services to you.**

## 7. ACCESS AND CORRECTION TO YOUR PERSONAL DATA

7.1 You may apply for a copy of your personal data held by Inspire or request for your personal data to be updated or corrected by sending a formal written request to our Data Protection Officer.

## 8. ACCURACY OF YOUR PERSONAL DATA

8.1 You should ensure that all personal data submitted to us is true, complete, accurate and not misleading.

8.2 Inspire shall take reasonable efforts to ensure that personal data collected by us or on behalf of us is accurate and true.

## 9. PROTECTION OF YOUR PERSONAL DATA

- 9.1 Inspire will put in place reasonable security arrangements to ensure that your personal data is adequately protected and secured. In particular, reasonable security arrangements will be taken to prevent any unauthorized access, collection, use, disclosure, copying, modification, leakage, loss, damage and/or alteration of your personal data. You should be aware, however, that no method of transmission over the internet or method of electronic storage is 100% secure. While security cannot be guaranteed, we strive to protect the security of the personal data and will constantly review and enhance our information security measures.
- 9.2 The Inspire’s staff and volunteers are required to keep your personal data confidential and only authorised persons have access to such information.

## **10 SHARING DATA WITH THIRD PARTIES**

- 10.1 Inspire shares personal data with authorised third parties for the purposes of the third parties providing relevant service to Inspire. All authorised Third Parties shall sign a contract or a letter of undertaking with Inspire to ensure that the data is used purely for the intended purpose of providing the required service. All authorised Third Parties shall be required to undertake the appropriate measures to safeguard the data and adhere to the PDPA requirements.

## **11. USE OF COOKIES**

- 11.1 Inspire may use cookies, where a small data file is sent to your browser to store and track information regarding you when you enter our website. The cookies are used to track information such as frequency of website visit, and duration of visit and web pages visited. This is to allow us to understand our web traffic better, customise your surfing experience and pave way for our future site improvement. While the cookies can tell us when you enter our website and which web pages you visit, they cannot read data off your hard disk.

## **12. GOVERNING LAW**

- 12.1 The terms in this Privacy Policy are governed by the laws of the Republic of Singapore.

## **13. CONTACT OUR DATA PROTECTION OFFICER**

Inspire Community Services  
1A Kim Keat Road S(328803)  
Tel: 80126268  
Email: adeleneong@inspire.org.sg

The last update to this Data Protection Policy was posted on 02 April 2022.