

DATA PROTECTION POLICY

This Data Protection Policy (“**Policy**”) sets out the basis which Nan Hua High School (“**we**”, “**us**”, or “**our**”) may collect, use, disclose or otherwise process personal data of our customers in accordance with the Personal Data Protection Act (“**PDPA**”). This Policy applies to personal data in our possession or under our control, including personal data in the possession of organisations which we have engaged to collect, use, disclose or process personal data for our purposes.

Nan Hua High School is committed to protecting the privacy of our students, parents, staff, alumni, community members and other visitors in their interactions with the school whether physically at our school campus or online through our website (nanhuahigh.moe.edu.sg) or social media channels.

PERSONAL DATA

1. As used in this Policy:

As defined in the *Singapore Personal Data Protection Act 2012 (2020 Revised Edition)* (the “**Act**”), “**Personal Data**” means data, whether true or not, about an individual who can be identified — from that data; or from that data and other information which we have or are likely to have access. Personal Data also includes that which is already in the possession of Nan Hua High School or that which shall be collected by us in the future.

2. Depending on the nature of your interaction with the school, some examples of personal data which we may collect from you include your name and identification information such as your NRIC number, contact information such as your address, email address or telephone number, nationality, gender, date of birth, marital status, photographs and other audio-visual information, employment information and financial information such as credit card numbers, debit card numbers or bank account information.
3. Other terms used in this Policy shall have the meanings given to them in the PDPA (where the context so permits).

CONSENT FOR COLLECTION OF PERSONAL DATA

4. By interacting with us, submitting information to us, enrolling with us, enrolling your child/ward with us, or signing up for any services offered by us, you agree and consent to Nan Hua High School collecting, using, disclosing and sharing amongst ourselves your Personal Data, and disclosing such Personal Data to any of our authorised service providers and relevant third parties in the manner set forth in this Policy.

COLLECTION, USE AND DISCLOSURE OF PERSONAL DATA

5. Nan Hua High School's main purpose for which personal data is collected, used, disclosed or otherwise processed is to provide the educational services, deliver teaching and facilitate learning to our students. Personal data is also be used in our marketing and publicity efforts in promoting the school whether online through our website and social media, or offline through our publications.

6. We may collect and use your personal data for any or all of the following purposes:
 - (a) Student related matters such as enrolment, candidature matters, achievements, placements, programmes or courses in Nan Hua High School.
 - (b) School related activities including but not limited to trainings, events, competitions, scholarships/awards nominations and exchange programmes.
 - (c) Student related activities including but not limited to CCA activities, festival celebrations, orientation, student camps, conferences conducted by Nan Hua High School.
 - (d) Photographs, video and audio recordings, participation in media interviews and any other form of media, whether captured or created by the school or provided by individuals may be used for the school's websites, social media accounts, newsletters, yearbooks, collaterals, posters and publications, as well as for distribution and viewing by stakeholders and members of the public.

7. We may disclose your personal data:
 - (a) where such disclosure is required for performing obligations in the course of or in connection with our provision of the goods or services requested by you; or
 - (b) to third party service providers, vendors, agents and other organisations we have engaged to perform any of the functions listed in clause 6 above for us.
 - (c) when disclosure is required by law; or is necessary for any investigation or proceedings.
 - (d) when disclosure is necessary to respond to an emergency that threatens life, health or safety of yourself or others.
 - (e) when disclosure is necessary for evaluative purposes.

8. The purposes listed in the above clauses may continue to apply even in situations where your relationship with us (for example, pursuant to a contract) has been terminated or altered in any way, for a reasonable period thereafter (including, where applicable, a period to enable us to enforce our rights under any contract with you).

PROTECTION OF PERSONAL DATA

9. To safeguard your personal data from unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks, we have introduced appropriate administrative, physical and technical measures such as up-to-date antivirus protection, encryption and the use of privacy filters to secure all storage and transmission of personal data by us, and disclosing personal data both internally and to our authorised third party service providers and agents only on a need-to-know basis.

10. You should be aware, however, that no method of transmission over the Internet or method of electronic storage is completely secure. While security cannot be guaranteed, we strive to protect the security of your information and are constantly reviewing and enhancing our information security measures.

ACCURACY OF PERSONAL DATA

11. We generally rely on personal data provided by you (or your authorised representative). In order to ensure that your personal data is current, complete and accurate, please update us if there are changes to your personal data by informing our Data Protection Officer in writing or via email at the contact details provided below.

RETENTION OF PERSONAL DATA

12. We may retain your personal data for as long as it is necessary to fulfil the purpose for which it was collected, or as required or permitted by applicable laws.
13. We will cease to retain your personal data, or remove the means by which the data can be associated with you, as soon as it is reasonable to assume that such retention no longer serves the purpose for which the personal data was collected, and is no longer necessary for legal or business purposes.

DATA PROTECTION OFFICER

14. You may contact our Data Protection Officer if you have any enquiries or feedback on our personal data protection policies and procedures, or if you wish to make any request, in the following manner:

Data Protection Officer
Nan Hua High School
41 Clementi Avenue 1, Singapore 129956
Tel: (65) 6778 8303
Fax: (65) 6775 1956
Email: nhhs@moe.edu.sg

EFFECT OF NOTICE AND CHANGES TO POLICY

22. This Policy applies in conjunction with any other notices, contractual clauses and consent clauses that apply in relation to the collection, use and disclosure of your personal data by us.
23. We may revise this Policy from time to time without any prior notice. You may determine if any such revision has taken place by referring to the date on which this Policy was last updated. Your continued use of our services constitutes your acknowledgement and acceptance of such changes.

Effective date : 16 Mar 2023

Last updated : 16 Mar 2023