

## **Personal Data Protection Act notification**

At Di Zang Lin (DZL), we are committed to protecting and respecting your personal data in accordance with the Personal Data Protection Act 2012 (the “PDPA”) and our personal data protection policy.

By volunteering or providing your personal data to DZL, it will be deemed that you have agreed and consented to the collection, use and disclosure of your personal data by and amongst DZL and the DZL Entities in the manner set forth below. For purposes of this notification, “DZL Entities” includes DZL Volunteer Corps and all internal departments for the sole purpose of carrying out the obligations of DZL.

This notification describes how the DZL and its representatives and/or agents (collectively, “DZL”, “we”, “us”, “our” or similar expression) may collect, use, disclose and manage your personal data.

### **Collection, use and disclosure of personal data**

DZL’s personal data protection policy applies to all individuals whose personal data is within DZL’s possession or control. Personal data generally includes any data that can be used to identify a natural person, such as name, identification number or address, but excludes business contact information. If you have provided the personal data of another individual (such as a family member or next-of-kin), you agree that you have obtained his/her consent to DZL’s collection, use and disclosure of his/her personal data according to DZL’s personal data protection policy or that you validly give us such consent on their behalf.

In accordance with the PDPA, we have processes and procedures in place to ensure that your personal data is collected, used and disclosed only for the following purposes:

- Verification of identity;
- Member management;
- donor engagement;
- Devotee engagement;
- Volunteer engagement;
- Regulatory reporting;
- Business and internal administrative purposes, such as internal records and references or to process any queries or feedbacks;
- To facilitate any business asset transactions (which may extend to any sale, transfers, assignments or novation of assets, rights or obligations); or
- For any other purposes for which we have obtained your consent, for which you may be deemed to have provided consent or are reasonably related to the foregoing.

DZL may also share or refer your personal data to relevant third parties, strictly on a need-to-know basis. Such third parties may include individual or corporate business partners such as volunteers and sponsors, DZL’s service partners and government agencies.

DZL may use, collect and disclose the personal data for the purposes mentioned above. If you are unable to provide your consent, we will not be able to provide the intended services or information you are requesting for (if any).

We may also collect, use and disclose personal data where required or permitted by laws or regulations binding on DZL for any purpose.

## Access and Correction

Under the Act, you have the right to request for information about your personal data that is in our possession or under our control. You can also request for information about the ways in which your personal data has been or may have been used or disclosed by us. An administrative fee may be imposed on you for the request.

Please submit your request through the following platforms:

- Email: [adminexec@dizanglin.org](mailto:adminexec@dizanglin.org)
- Post: To the Data Protection Officer

## Withdrawal of consent

You also have the right to withdraw any consent that you have given to us. Please let us have any notice of withdrawal in writing, indicating your instructions clearly.

If you withdraw your consent for the collection, use or disclosure of your personal data, we will put the withdrawal into effect within thirty (30) working days of your request.

Please write to our Personal Data Protection Officer for the above mentioned purposes through the following platforms.

- Email: [adminexec@dizanglin.org](mailto:adminexec@dizanglin.org)
- Post: To the Data Protection Officer

## Accuracy of personal data

DZL keeps personal data as accurate, complete and up-to-date as necessary, taking into account its use and the interests of our members, devotees, volunteers and donors. Where possible, we will validate data provided using generally accepted practices and guidelines. This includes the requests to see original documentation before we may use the personal data such as with Personal Identifiers and/or proof of address.

## Protection of Personal Data

DZL protects personal data against loss or theft, as well as unauthorized access, disclosure, copying, use or modification with security safeguards appropriate to the sensitivity of the personal data, regardless of the format in which it is held.

## Retention of Personal Data

DZL will retain your personal data only for as long as the purposes for which such data is collected or used (as notified to you) continues, or where necessary for our legal or business purposes. Thereafter, DZL will delete or destroy the personal data, or remove the means by which the data can be associated with you.

## Transfer of personal data

DZL may transfer any personal data in its possession or control to another DZL Entity as may be necessary in order to achieve the purposes set out above and to provide DZL's services to you. DZL does not transfer any personal data outside of Singapore.

## **Feedback and queries**

If you have any feedback or queries in relation to the protection and retention of your personal data, you may also write to our Personal Data Protection Officer. We will look into your feedback or queries, and will provide you with a response within three (3) working days.

## **Changes to the notification**

We reserve the right to modify or change this Notification at any time. This notification may be amended in tandem with changes in the legislation.

## **Contact Details**

You may write to our Personal Data Protection Officer at the below address:

The Personal Data Protection Officer

Di Zang Lin

469 Macpherson Road #03-01

Singapore 368186

Email: [adminexec@dizanglin.org](mailto:adminexec@dizanglin.org)

For general information about PDPA, please visit the Personal Data Protection Commission's website at <http://www.pdpc.gov.sg>