

## **Personal Data Protection Policy**

The intention of this policy is to ensure that your personal data, in any format, not divulged outside of Uwing International School without your explicit approval as directed by Singapore Law.

### **Collection of Personal Data**

Personal Data may be collected in the following ways when you:

- submit an enquiry/suggestion/feedback;
- submit an application/registration form;
- communicate with our staff in person, via email, phone or fax;
- take part in our surveys/research;
- apply for employment

### **Collection, Use, Disclosure and Processing of Personal Data**

By submitting your personal data, you have agreed that we may collect, use and disclose your personal data obtained as a result of your submission, in accordance with PDPA Act 2012 and our personal data protection policy but not limited to the following:

- communicating/Responding to your enquiries, suggestions and feedback;
- processing your registration or application;
- administration and retention of your application;
- marketing of courses, events and seminars which may be of interest to you;
- notification of changes in course, events and, seminars;
- enforcement of policies and terms and conditions;

### **Disclosure of Personal Data to Third Parties**

Uwing International School respects the confidentiality of your personal data. We will not use your data to communicate with third party unless requested by the government statutory boards, regulators or authorities. We strictly comply with the rules, regulations and requirements under the jurisdiction of Personal Data Protection Commissioner to ensure that your personal data is safe and secure.

### **Request for Access, Correction, Withdrawal of Personal Data Consent**

Uwing International School is committed to ensuring that your personal data is stored securely at all times. You have the right to request to access for copy/update/correction/limit the processing of your personal data.

Example:

For marketing purposes, with a request to withdraw consent.

You may withdraw your consent for the use and/or disclosure of your personal data by writing to us at [enquiry@Uwing.edu.sg](mailto:enquiry@Uwing.edu.sg)

### **Updates on Personal Data Protection Policy**

Uwing International School reserves the right to amend the terms and conditions of our Personal Data Protection Policy at our own discretion. We will continually review our policy, terms and conditions from time to time to ensure that your personal data is protected.

### **Website**

For more information on Personal Data Protection, please click [www.pdpc.gov.sg](http://www.pdpc.gov.sg)