

SEMBAWANG COUNTRY CLUB DATA PROTECTION POLICY

We, at Sembawang Country Club (“SCC”) respect your privacy and take our responsibilities under the Personal Data Protection Act 2012 (the “PDPA”) seriously.

This Data Protection Policy is established to assist you in understanding how we collect, use and/or disclose the personal data you have provided us.

Personal Data

“Personal Data” as defined under the PDPA refers to 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 organisation has or is likely to have access. Common examples of personal data could include names, identification numbers, contact information, photographs and video images.

We will collect your personal data in accordance with the PDPA. In general, before we collect any personal data from you, we will notify you the purposes for which your personal data may be collected, used and/or disclosure of your personal data for the intended purpose.

Collection

We collect personal data in the following manners:

- (i) when you submit a form (online or hardcopy) for membership matters
- (ii) when you interact with us through the telephone, letters, face-to-face meetings or emails
- (iii) when you use some of our services or resources
- (iv) when you request that we contact you
- (v) when you submit your personal data to us for any other reasons

Purposes

We use the personal data collected for the following purposes:

- (i) when we verify your identity
- (ii) when we evaluate your eligibility for membership application or processing applications for membership related services
- (iii) when we manage administrative and operations and complying with internal policies and procedures
- (iv) when we organise events and facilitate participation
- (v) when we respond to your queries and feedback or communicate with you
- (vi) when we publish event videos, photographs, articles, membership and activity updates, publicity materials and/or other features on our website, in our newsletters, on our social media platforms or other hardcopy
- (vii) when we respond to requests for information from government or public agencies, ministries, statutory boards or other similar authorities or non-government agencies authorised to carry out specific Government services or duties

Disclosure

We respect your privacy and will take reasonable steps to protect your personal data against unauthorised disclosure.

However, please note that we may disclose your personal data to third parties without first obtaining your consent in certain situations including but not limited to the following:

- (i) when the disclosure is required for compliance with the law
- (ii) when the disclosure is necessary to respond to an emergency that threatens the life, health or safety of the member
- (iii) when the disclosure is necessary for any investigation or proceedings
- (iv) when certain data has to be shared with our business partners. For such co-operation, Non-Disclosure Agreement is signed and only required data is to be shared.
- (v) When we need to post some of your personal data on our website

Data will not be held when it is no longer necessary for any business or legal purposes. Personal data that is no longer needed will be destroyed or disposed of in a secure manner. This applies to both paper documents and electronic data.

Contact us

If you have any questions in relations to how your personal data is handled by us, please contact our Data Protection Officer at dpo@sembawanggolf.org.sg