

Personal Data Protection Policy

Protecting the security and privacy of your personal data is important to Evangel Baptist Church ('EBC'). Therefore, we make it a point to conduct all our activities and operations in compliance with the Personal Data Protection Act 2012 ("PDPA").

This policy outlines our obligations and practices in handling the personal data EBC collects and holds ('Personal Data'). We hope this will help you understand:

- what data EBC may collect;
- how EBC uses and safeguards that data;
- with whom EBC may share that data with; and
- who you may direct your enquiries to.

Personal Data

Personal Data refers to all, and any, information relating to you that is obtained by EBC in the course of, and as a result of, the provision of any ministries, services and assistance by us to you. These include, but is not limited to:

- your name;
- mailing address;
- telephone numbers; and
- personal e-mail address.

Your Personal Data is confidential and we will accord it the due level of care required under both our Personal Data Protection Policy and the PDPA.

Purpose for Collection

EBC collects Personal Data to understand your needs, communicate with you, provide you access to information, or assess your suitability for employment or membership with us. Other purposes include, but are not limited to:

- storing and processing Personal Data;
- sharing Personal Data with our selected partners to better understand your areas of interest or needs;
- receiving feedback and dealing with complaints;
- processing registrations and forms where areas of interests or needs are indicated;
- responding to your enquiries on our activities, meetings and/or any other events we organise;
- updating you of our events and/or activities, including those offered by our selected partners, that you can benefit from;
- research and surveying; and
- meeting regulatory and legal obligations.

We may, for these purposes, contact you via mail, e-mail, telephone, facsimile, and SMS or other communication (text or image) applications for mobile devices.

Direct Notification

From time to time, we may contact you via mail, e-mail, telephone, facsimile, and SMS or other communication (text or image) applications for mobile devices to inform you about our activities, special events, or talks that we think may be of interest to you. You can let us know at any time if you no longer wish to receive such notification or materials (contact details below) and we will remove your details from our contacts database.

Unless expressly authorised by you, we will not disclose your Personal Data to external organisations outside EBC unless compelled by law or any law enforcement agent or court of law.

How does EBC collect Personal Data?

Where possible, we will collect your Personal Data and secure your consent from you directly when you attend or sign up for any event, activity or talk organised by EBC (“Events”), or when you request for any service, ministry, or assistance.

We may also obtain consent from individuals who are duly authorised to give consent on behalf of you, including parents (if you are a child aged 13 or younger) and donees (if you have appointed one under a lasting power of attorney). However, regardless of who provides Personal Data to us, it will always be handled by us in accordance with this Personal Data Protection Policy and the PDPA.

When you attend our Events, we will display a notice informing you that photographs will be taken.

Where you have accessed and used our website, or any services we offer via the website, you agree to be bound by this Personal Data Protection Policy in respect of the Personal Data collected about you via our website.

Our website may also offer interactive facilities such as online enquiry forms and links to other organizations’ events where Personal Data may also be collected.

In addition, we may obtain Personal Data from third parties such as our members, selected partners, and regulatory authorities.

Finally, EBC’s premises are monitored by CCTV cameras. Notices will be displayed at the relevant sites to inform you of this.

Do Not Call Registry

The Do Not Call (“DNC”) Registry prohibits the sending of unsolicited telemarketing messages (“specified messages”) to Singapore telephone numbers through voice calls, text or fax messages registered on the DNC Registers unless the organization sending the messages has the individuals’ clear and unambiguous consent in written or other accessible forms.

If you have given us such consent, we will continue to send you specified messages until you advise us in writing (contact details below) that you wish to withdraw consent.

Withdrawal of Consent

Should you wish to withdraw your consent to any collection, use, or disclosure of your Personal Data by EBC, please contact us in writing (contact details below). We may require up to **10 business days** upon receipt of your request for the change to take effect.

Ensuring Personal Data is up-to-date and correction of Personal Data

We will do our best to ensure that the Personal Data we hold is accurate, complete, and up-to-date whenever we collect or use it. This means that we will request for you to let us know if there are any changes to your Personal Data from time to time. If you find that the Personal Data we hold about you is incorrect, please contact us in writing immediately (contact details below).

Security of Personal Data

Security of Personal Data is important to us and we take all reasonable precautions to protect Personal Data from misuse, loss, unauthorized access, modification or disclosure. Some of the ways we protect your Personal Data include:

- not over-collecting Personal Data;
- maintaining security of our premises;
- maintaining physical security over paper records.
- restricting access to Personal Data to staff/members/regular church-goers who need it to perform their day to day functions and ministries;
- maintaining technology products to prevent unauthorized computer access or damage to electronically stored information such as firewalls and anti-virus software;
- requiring identifiers and passwords for records stored in the EBC's computer(s); and
- ensuring that Personal Data are only retained in accordance with our retention policy.

Retention

We will retain your Personal Data for as long as is necessary to serve the purpose(s) for which the Personal Data was collected for or for any legal or business purpose.

"Cookies" - Information Stored Automatically on Your Computer

The type of Personal Data we collect on our website depends on how you make use of the site. When you visit our website, our host records your server address, domain name, the date and time of the visit, and the pages viewed. This information may be collected by using cookies (data sent to your web browser which generally allows our site to interact more efficiently with your computer). If you disable the use of cookies, your use of our site may be affected. Information collected about your visit to our site is retained for statistical and website development reasons and is not in a form which would enable us to identify you.

When visiting our website, you will not be required to provide us with any Personal Data unless you request for information about our activities, respond to an invitation, or provide feedback. If you do so, we will ask you to provide your contact details along with other information necessary to respond to your request.

If you send us an e-mail containing your Personal Data, we will take reasonable steps to ensure the confidentiality of that information. The content of e-mails is sometimes monitored by our internet host for maintenance and fault detection purposes. We may also monitor e-mail for legal compliance purposes. Although we take steps to protect Personal data and information sent by e-mail, e-mail is not a secure method of communication and if you are concerned about sending your Personal Data to us in this manner you may prefer to contact us by any of the other means set out below.

If you do not wish to receive cookies, please configure your Internet browser to erase all cookies from your computer's hard drive or block all cookies. Alternatively, you can configure your browser to alert you by giving you a warning before a cookie is stored.

Third Party Websites

Our website may contain links to other websites which are owned or operated by third parties independent of EBC. These include websites owned or operated by EBCs' partners, affiliates or our service providers. These websites should contain their own privacy statements and their owners or operators are responsible for informing you about their security and privacy practices. EBC will not be responsible for the privacy policies and practices of other websites even if you access them using links from our websites. We recommend that you check the policy of each site you visit and contact its owner or operator if you have any concerns or questions.

In addition, if you are linked to our websites from a third-party website, EBC cannot be responsible for the privacy policies and practices of the owners or operators of that third-party site. We recommend that you check the policy of that third party site and contact its owner or operator if you have any concerns or questions.

Right to Amend our Policy

We reserve the right to amend this policy at any time. If we make any changes to this policy, we will post these changes on our websites. Please check our policy on a regular basis.

Contact details

If you believe that the privacy of your Personal Data has been compromised, please contact us and we will take the relevant steps to address your concerns.

For all Personal Data and privacy matters, please contact EBC's Data Protection Officer at pdpo.ebc@gmail.com.