

MY World Preschool Ltd

PERSONAL DATA PROTECTION - INFORMATION SHEET

This information sheet on Personal Data Protection is issued to interested members, participants, guests and others who provide their personal data to MY World Preschool Ltd, a subsidiary of Metropolitan YMCA Singapore.

MY World Preschool Ltd has developed and implemented policies and practices that are necessary to meet the obligations under the Personal Data Protection Act 2012, effective from 2 Jan 2014.

1. Collection of Personal Data

We treat personal data collected from you with strict confidence. In the course of your dealing with MY World Preschool Ltd, you will be requested to provide your personal data so as to enable us to enter into transaction with you. Your personal data is relevant in connection with our delivery of service, program or product, and this may include sending you promotional and related publicity materials.

2. Nature of Personal Data

Personal data that you have provided to us is subject to applicable Singapore data protection law – i.e. Personal Data Protection Act 2012 (PDPA). Personal data may include name, age, identity card number, passport number, photograph or video image of an individual, telephone number, income, personal email address and residential address etc.

3. Failure to Supply Personal Data

The failure to supply personal data may:

- result in our being unable to provide you with the service, program or product requested.
- result in our being unable to meet legal and regulatory requirements relating to the provision of services and products.

4. Collection and Consent to Use Personal Data

The personal data that you have provided us will be collected, used and disclosed for the intended purpose only towards the particular service or product offered by us, for which you have consented upon signing the Child Care Enrolment Form.

You may withdraw consent the use of certain personal data that you have provided us by informing the Centre Principal.

5. Update of Personal Data

You may be requested to update your personal data annually. This is to ensure that information dispersed will be received by the intended person(s).

6. Share or Transfer of Personal Data

We will not share your personal data to another organization or transfer it overseas without your prior consent except in accordance with the requirements prescribed under the PDPA.

7. Data Breach Notification

In the event of a data breach, we will take measures to assess if it is notifiable. Should the data breach result in probable significant harm to individuals, and/ or is of a significant scale, we will notify the PDPC and the affected individuals as soon as practicable.

8. Queries, Feedback & Complaint on Personal Data Protection

For any feedback and complaint on personal data protection, you may wish to send in your feedback via www.myworld.org.sg and email us dataprotection@myworld.org.sg to the attention of our Data Protection Officer – Ms Thelma Tiboleng.

For other personal data protection queries, you may contact our service helpline at 6839 7688. Thank you.