

# Introduction

1. This is a sample Data Protection and Privacy Statement for student organisations to obtain an individual's consent to collect, use or disclose his/her personal data when participating in events organised by the club as a **participant**. Organisations may wish to adapt this statement into their event registration forms.
2. However, please note that the sample purposes provided herein are for illustrative purposes only. Organisations should evaluate their own requirements in light of their obligations under the Personal Data Protection Act 2012 and customise the purposes accordingly if it is not stated in the draft. **It should not be assumed that following these sample statement would mean compliance with the PDPA or any other law.**
3. You are encouraged to read the [advisory guidelines](#) issued by the [PDPC](#). The advisory guidelines will provide an elaboration on the key terms in the PDPA and explain the general issues surrounding various obligations which organisations have to comply with under the PDPA.

*Updated on 4 October 2017*

## **Data Protection and Privacy Statement**

(For Event Participants)

1. Please read this Data Protection and Privacy Statement carefully so that you understand the purposes for which we collect, use and disclose your Personal Data. In this document, “we”, “us” and “our” refers to **[club name]**.
2. We may collect, use, disclose and process your Personal Data for one or more of the following purposes:
  - a) To process your application to be a participant of our events;
  - b) To administer and manage your relationship with us as a participant (“Relationship”);
  - c) To contact you or communicate with you via various modes of communication such as voice call, text message or fax message, email or postal mail for the purposes of administering and managing your relationship with us;
  - d) To send marketing/promotional materials to you via email;
  - e) To conduct publicity and/or the development of promotional materials, for use by us. This may include, but is not limited to, videos and photos of participants at our events;
  - f) ... **[insert other purposes]**;
  - g) ... **[insert other purposes]**;
  - h) ... **[insert other purposes]**; and
  - i) Any other purpose reasonably related to the aforesaid.

(collectively, the “**Purposes**”).
3. We may need to disclose your personal data to third parties, whether located within or outside Singapore, which are engaged by us to process your personal data for one or more of the above Purposes. In this regard, we will maintain the appropriate levels of security and confidentiality.
4. **(Optional)**  
**We may disclose your personal data to sponsors for the following purposes:**
  - a) **To submit post-event report; and**
  - b) **[insert other purposes].**
5. If you are providing someone else’s personal data or submitted the registration Form on behalf of someone else, you hereby declare that you have obtained consent from the named individual(s) in the Form, for the collection, use and disclosure of his/her personal data by you to us and our sponsors and other third party service providers.
6. If you have any questions about our collection, use, and/or disclosure of your personal data, please contact **[name]** at **[xxx@ntu.edu.sg](mailto:xxx@ntu.edu.sg)**.