

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 joining the club as a **new member**. Organisations may wish to adapt this statement into their membership 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 New Members)

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]**.

Personal Data

2. In this Data Protection and Privacy Statement, “Personal Data” refers to any data, whether true or not, about an individual who can be identified from that data or from that data in combination with other information, to which we may have access.
3. Examples of such Personal Data you may provide to us include (depending on the nature of your interaction with us) your name, NRIC, passport or other identification number, telephone number(s), mailing address, email address and any other information relating to individuals which you have provided us in any form you may have submitted to us, or via any other form of interaction.

How We Use Your Personal Data

4. 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 member of the club;
 - b) To administer and manage your relationship with us as a member (“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 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;
 - e) To answer your queries or provide you with assistance in any other way;
 - f) **... [insert other purposes];** and
 - g) Any other purpose reasonably related to the aforesaid.

(collectively, the “**Purposes**”).

How We Share Your Personal Data

5. 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.
6. **(Optional)**
We may disclose your personal data to sponsors for the following purposes:
 - a) **[insert purposes];**
 - b) **[insert purposes].**

Contact Us

7. If you have any questions about our collection, use, and/or disclosure of your personal data, please contact **[name]** at **xxx@ntu.edu.sg**.