

NTU Personal Data Privacy Statement And Consent for Students

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NTU Personal Data Protection ACT (PDPA)

DOCUMENT CHANGE RECORD

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1.0	-	-	Official release	NTU PDPA Steering Committee / 01 March 2014
2.0	Data Protection Office	-	Point 7(z) has been added to the statement.	Data Protection Office

NTU Personal Data Privacy Statement and Consent for Students

1. Your personal data privacy is important to us and we are committed to safeguarding your personal data that we may possess. Please read this privacy statement carefully as it contains important information about how we will/may collect, use, disclose and process personal data that you provide or that we possess about you. In this document, the term “**personal data**” means data, whether true or not, about you where you can be identified either (a) from that data; or (b) from that data and other information to which we have or are likely to have access.
2. In this Personal Data Privacy Statement and Consent document, the words “we”, “our”, “us” and “NTU” refer to Nanyang Technological University and its successors and assigns.
3. You are now at the start of a long and possible life-time relationship with us and we look forward to welcoming you to the NTU family. Your relationship with us commences with your becoming a student of NTU, undertaking your chosen programme. At the successful completion of your programme, your relationship with us continues in your capacity as an alumnus of NTU. NTU values alumni as much as students and you can expect to be a part of activities that are organised for you, whether in your capacity as a student or as an alumnus. In this document, “**Relationship**” means your long term or life-time relationship with NTU in your capacity as a student and thereafter as an alumnus; “**Student Relationship**” means your relationship with NTU in your capacity as a student; “**Alumnus Relationship**” means your relationship with NTU in your capacity as an alumnus.
4. Your Student Relationship with us is intended to be a holistic journey for you and is not limited to merely dealing with your academic needs or studies but it also includes dealing with your Student Experience. In this document, “**Student Experience**” refers to activities, events, products and/or services (including but not limited to festival celebrations, graduation ceremonies, orientation and student group camps, academic and non-academic conferences, academic and non-academic programmes, student benefit activities and student services) which may be provided by NTU to enhance or enrich your life as a student with us, to create networking opportunities for you, to foster community spirit within NTU and the NTU community, to encourage holistic development of students both inside and outside the classroom and/or to assist you in planning and preparing for your life after graduation.
5. To process, administer and/or manage your Relationship with us, we will necessarily need to collect, use, disclose and/or process your personal data. Such personal data includes information about you set out in your application forms and documents and any other personal information provided by you or possessed by us. Some examples are your name, identification number, academic status and results, programme, personal contact details, citizenship, medical and disability information, bank account, photograph etc.
6. Your failure to supply certain personal data to us (or if we are not permitted by you to process your personal data), may/would result in us being unable to process, administer and/or manage your Relationship with us. Depending on the extent by which you do not permit us to process your personal data or the extent of personal data which you do not provide to us, it may mean that we will not be able to accept you as a student of NTU or administer your Relationship with us.
7. We will/may collect, use, disclose and/or process your personal data for one or more of the following purposes:
 - (a) considering and/or processing your application to be a student with us;

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- (b) facilitating, processing, dealing with, administering, managing and/or maintaining your Relationship with us, including but not limited to candidature matters, exchange programmes, awards (whether academic, sports related or otherwise), fees and charges, your achievements, your degree or certification, placements, secondments or internships with external organisations, programmes or courses run by other organisations (whether in or outside Singapore) with whom NTU is collaborating with, overseas trips in your capacity as a student of NTU or as part of your programme, maintaining contact with you as a student and thereafter as an alumnus, dealing with and/or recording your academic studies, achievements or progress, dealing with and/or determining your examination achievements or results, determining your suitability for awards/scholarships/grants/placements/internships, determining your suitability for programmes or courses run by other organisations (whether in or outside Singapore) with whom NTU is collaborating with;
- (c) supporting, dealing with and/or administering your education, health, medical needs, safety and welfare requirements such as but not limited to student support services, counselling, careers advice, careers services and health services;
- (d) facilitating, administering, processing, dealing with and/or managing your application for and/or involvement in any events, seminars, part-time employment (such as the Work-Study Scheme) and/or your interest or participation in any events, seminars, work opportunities and/or other opportunities that we may make available to students as part of Student Experience;
- (e) facilitating, administering, processing, dealing with and/or managing your application(s) for awards, scholarships (whether such award or scholarship is provided by any third party or NTU) and/or financial aid/loans, grants or bursaries, and if successful, administering and/or managing your awards, scholarships and/or financial aid/loans, grants or bursaries;
- (f) dealing with, administering and/or managing your use of facilities including but not limited to your accommodation needs, provision of IT (information technology) services and recreation facilities;
- (g) carrying out your instructions or responding to any enquiry given by (or purported to be given by) you or on your behalf;
- (h) contacting you or communicating with you via various modes of communication such as phone/voice call, text message and/or fax message, email and/or postal mail for the purposes of administering and/or managing your Relationship with us such as but not limited to communicating information to you related to change of lecture/tutorial dates or venues, notification of any changes in any courses you are undertaking, communicating with you for administrative matters (such as but not limited to fees or payment, and your accommodation at NTU), communicating with you in the event of public transport disruptions, emergencies or other extraneous circumstances such as national disasters, health pandemics, safety exercises (including but not limited to fire drills and evacuation drills). You acknowledge and agree that such communication by us could be by way of the mailing of correspondence, documents or notices to you, which could involve disclosure of certain personal data about you to bring about delivery of the same as well as on the external cover of envelopes/mail packages;
- (i) carrying out due diligence or other screening activities (including security and background checks) in accordance with legal or regulatory obligations or our risk management procedures that may be required by law or that may have been put in place by us;
- (j) to prevent or investigate any fraud, unlawful activity or omission or misconduct, whether relating to your Studentship Relationship or Alumnus Relationship or any other matter arising

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from your Relationship with us, and whether or not there is any suspicion of the aforementioned;

- (k) complying with or as required by any applicable law, governmental or regulatory requirements of any relevant jurisdiction, including meeting the requirements to make disclosure under the requirements of any law binding on us and for the purposes of any guidelines issued by regulatory or other authorities, whether in Singapore or elsewhere, with which we are expected to comply;
- (l) complying with or as required by any request or direction of any governmental authority; or responding to requests for information from hospitals, embassies, public agencies, ministries, statutory boards or other similar authorities (including but not limited to the Ministry of Defence, Ministry of Education, Immigration and Checkpoints Authority, Ministry of Health, Ministry of Home Affairs, Ministry of Manpower, Ministry of Foreign Affairs, Ministry of Social & Family Development and Central Provident Fund Board);
- (m) dealing with immigration related matters where you are a non-Singaporean. In this regard, this includes but is not limited to disclosing to the relevant government authorities details about your student status for immigration related matters;
- (n) dealing with, handling and/or conducting disciplinary, security and quality assurance processes, matters and/or arrangements. Without prejudice to the generality of the aforesaid, we wish to bring to your attention that there are surveillance cameras installed throughout the premises of NTU for security reasons and you acknowledge that your personal data will be collected by such cameras and processed by us consequently;
- (o) dealing with and/or investigating complaints and discipline related matters;
- (p) performing internal administrative, operational and technology tasks to facilitate, administer or manage your Relationship with us;
- (q) producing statistics and research for internal and/or statutory reporting and/or record-keeping requirements and performing university policy/process reviews;
- (r) providing and sending you information, materials and/or documents relating to activities, events, products and/or services administered, provided, managed, conducted and/or promoted by us or by third parties, that are intended for or are part of Student Experience via (i) postal mail to your postal address(es) and/or electronic transmission to your email address(es) (based on our records that we have of your postal address(es) and email address(es) or any new or amended postal or email address(es) that you may provide us with from time to time) and (ii) via telephone/voice calls, SMS/MMS and/or facsimile to your telephone number(s) (based on our records that we have of your telephone number(s) or any new telephone number(s) that you may provide us with from time to time);
- (s) facilitating, administering, managing and/or dealing with Student Experience activities. Without prejudice to the generality of the aforesaid, do note that photography and/or videography could be carried out during such activities and your image captured for the purpose of recording your participation in such activities and used, disclosed, processed and published in materials such as newsletters or other publications, yearbooks or any materials/books recording your participation in such activities, and you agree to the same;
- (t) administering, facilitating and/or dealing with educational institution rankings or global ranking indices that NTU participates in or wishes to participate in;

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- (u) conducting research, analysis and development activities (including but not limited to data analytics, surveys and/or profiling) to improve our services and facilities in order to enhance your Relationship with us or for your benefit, or to improve any of our academic courses or programmes;
 - (v) facilitating, processing, dealing with, administering, managing and/or maintaining your Alumnus Relationship with us including but not limited to informing you (by email, postal mail, voice call, SMS/MMS or fax) of promotions, benefits and services available to alumni, and organising, facilitating and notifying you of alumni events and programmes, courses or other activities that may involve academic schools/departments and administrative units of NTU, and providing you with NTU publications that are for alumni;
 - (w) providing and sending you information, materials and/or documents relating to activities, events, products and/or services administered, provided, managed, conducted and/or promoted by us or third parties that are for your benefit as an alumnus of NTU via (i) postal mail to your postal address(es) and/or electronic transmission to your email address(es) (based on our records that we have of your postal address(es) and email address(es) or any new or amended postal or email address(es) that you may provide us with from time to time) and (ii) via telephone/voice calls, SMS/MMS and/or facsimile to your telephone number(s) (based on our records that we have of your telephone number(s) or any new telephone number(s) that you may provide us with from time to time);
 - (x) conducting publicity and/or the development of promotional materials, for use by NTU. This includes showcasing or marketing your achievements as a student of NTU, publishing your image and personal data on public media platforms. **You hereby** authorize NTU to videotape and photograph you and you grant NTU a license to use your name, photograph, video images, personal story and information you provide to NTU, and likeness in NTU related promotional materials;
 - (y) to perform, deal with, facilitate and/or administer fund raising activities, and/or to solicit donations from you, for purpose of advancement of education in NTU, and this may entail contacting you and sending you relevant information via various modes of communication including voice/phone calls, emails, SMS and postal mails; and
 - (z) Releasing to the public domain your personal data in connection with any project, thesis, research or any similar work undertaken by you in the course of your relationship with the University. The personal data includes, but is not limited to your name, title of theses or project, description of your work and the period during which work was undertaken.

(collectively, the “**Purposes**”).
8. We may need to disclose your personal data to third parties, whether located within or outside Singapore, for one or more of the above Purposes, as such third parties, would be processing your personal data for one or more of the above Purposes. In this regard, you hereby acknowledge, agree and consent that we may/are permitted to disclose your personal data to such third parties (whether located within or outside Singapore) for one or more of the above Purposes and for the said third parties to subsequently collect, use, disclose and/or process your personal data for one or more of the above Purposes. Without limiting the generality of the foregoing or of paragraph [7], such third parties include:
- (a) organisations with which we are collaborating with and/or whom we are partnering with for one or more of the Purposes;

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- (b) individuals, organisations and/or any government authority who have provided you with scholarships, financial aids, awards, medals or prizes, or loans during the period (or part thereof) of your studies in NTU and who request for information relating to your progress and results as a student in NTU;
- (c) any of our agents, contractors or third party service providers who process your personal data on our behalf including but not limited to medical centre(s), those which provide administrative or other services to us such as mailing houses, telecommunication companies, manufacturers/suppliers/printers of university publications or award medals, plaques, certificates or trophies, and information technology companies; and
- (d) organisations and/or educational institutions which are involved in exchange programmes with us, the provision of products and services relating to your status as a student, student learning or academic courses, financial aid, scholarships and bursaries.

These provisions are intended to facilitate the provision of products and services in connection with your studentship. We will not disclose to a greater extent than is provided and which we determine in good faith to be necessary.

- 9. You have the right to withdraw your consent given hereunder, whether in part or as a whole. However, your withdrawal of consent could result in certain legal consequences arising from such withdrawal. In this regard, depending on the extent of your withdrawal of consent for us to process your personal data, it may mean that we will not be able to continue with your existing Relationship with us. Should you wish to withdraw your consent in part or whole, please send an email to our Data Protection Officer at dpo@ntu.edu.sg and providing details of your withdrawal.
- 10. Should any of your personal data that you provide us with become inaccurate, such as but not limited to changes in your home address, your contact details etc, you are required to promptly update such personal data:
 - For Undergraduate, please access this [link](#).
 - For Graduate Students, please access this [link](#)
- 11. For the avoidance of doubt, in the event that Singapore personal data protection law permits an organisation such as NTU to collect, use or disclose your personal data without your consent, such permission granted by the law shall continue to apply.
- 12. Questions

If you have any questions relating to our collection, use and disclosure of your personal data or the matters set out in this document, you may contact our Data Protection Officer at

Data Protection Officer
Email : dpo@ntu.edu.sg