

NUS Personal Data Notice For Staff

In connection with Personal Data Protection:

1. I agree to my personal data (that is in the possession of NUS and that I may provide NUS in the future) being collected, used and disclosed by NUS for the purposes of:
 - (i) processing, administering, managing and/or terminating my employment relationship with NUS including for recruitment, training, employment benefits, payroll administration, performance appraisal (including general monitoring of performance for all staff, and in respect of Academic Staff for evaluation for reappointment, tenure and/or promotion), administering and dealing with disciplinary proceedings in relation to any misconduct or unlawful conduct within NUS, dealing with conflict of interests, personal and career development, and such ancillary matters relating to my health, general well-being and welfare as staff of NUS;
 - (ii) facilitating communication with me or my nominated contacts in an emergency;
 - (iii) managing NUS' infrastructure and operations, including disclosure and processing necessary for NUS to conduct its activities, including but not limited to responding to third party requests pursuant to contractual requirement and engaging of outsourcing companies;
 - (iv) maintaining campus safety and security of persons and property (including the use of CCTVs), as well as investigating any alleged or actual fraud, misconduct or unlawful conduct within NUS;
 - (v) carrying out due diligence or other monitoring or screening activities (including background checks) in accordance with legal or regulatory obligations or risk management procedures that may be required by law or that may have been put in place by NUS;
 - (vi) complying with legal or regulatory obligations or NUS' internal policies and procedures (including regulatory reporting in accordance with statutory obligations that may be required by law), as well as responding to requests for information from Ministries, public agencies, statutory boards or other similar authorities from time to time;
 - (vii) responding to legal process, pursuing legal rights and remedies, defending litigation and managing complaints or claims;
 - (viii) storage, hosting, back-up and disaster recovery;
 - (ix) carrying out and performing NUS' obligations in its contracts with current / potential partners and/or other third parties, which may require exchange of personal information of staff with such counter-parties;
 - (x) administrative purposes including, without limitation, processing, facilitating and making arrangements for business travels, or processing payment to ex-staff, and managing and administering the security control and access rights to NUS' premises;
 - (xi) processing and/or administering internal secondments / transfers of staff between affiliates;

- (xii) managing, facilitating and administering activities that are conducted or offered by NUS and/or external entities which may include the disclosure of my information to NUS' Development Office, other NUS units and/or such external entities for the participation in social and welfare programmes, donation and/or other charity activities;
 - (xiii) taking of photographs and/or videos (whether by NUS staff or third party photographers and/or videographers) during events or seminars organised by NUS or its affiliates for publicity purposes (including in NUS' publicity and communications materials); and
 - (xiv) disclosing and transferring data to any third party service providers, agencies (which may be sited out of Singapore) that provides administrative, data processing, computer or other services to NUS.
2. I understand and acknowledge that my personal data will/may be disclosed by NUS to third party service providers or agents (whether in Singapore or elsewhere in the world where such service providers are sited) for one or more of the abovementioned purposes, as such third party service providers or agents, if engaged by NUS, would be processing my personal data for NUS, for one or more of the abovementioned purposes.
3. I further understand and acknowledge that NUS may retain my personal data upon termination of my employment relationship for any residual employment-related activities (for e.g., the provision of references, processing of applications for re-employment, record keeping purposes, matters relating to retirement benefits and allowing NUS to fulfil any of its contractual or statutory obligations).
4. I consent to the collection, use and disclosure of my personal data for the above purposes and I will ensure that my personal data is correct and true by keeping my personal information as declared by me to NUS up to date at all times.
5. I further declare and warrant the following:
- (i) that for any personal data of any other individuals disclosed by me in connection with processing, administering, managing and/or terminating my employment and ancillary matters relating to my general well-being and welfare, prior to disclosing such individuals' personal data to NUS, I have obtained the appropriate consent from the individuals whose personal data are being disclosed, to permit NUS to collect, use and disclose such personal data for the purposes related thereto; and
 - (ii) That for any data that I collect or have access to in the course of my work, I would use and disclose the information in compliance with the obligations under the Personal Data Protection Act and other confidentiality requirements imposed on me.
6. NUS' University Health Centre ("UHC") uses GPConnect, a clinic management system and an electronic medical records solution to manage its patients' medical records. GPConnect, owned by Integrated Health Information Systems Pte Ltd ("IHIS"), will be linked to the National Electronic Health Records System ("NEHR") which facilitates the processing and sharing of patient data with healthcare providers in Singapore. NUS' use of GPConnect will entail the sharing of patient data to the NEHR.
- (i) If I choose to seek the services of UHC, I acknowledge and consent to:

- (a) Allow NUS to collect, disclose, process and transfer my personal data including all of my patient data obtained during my visits to UHC to GPConnect for the purpose of managing my medical records;
 - (b) Allow IHiS, through GPConnect, to disclose, process, transfer and share my personal and patient data to NEHR;
 - (c) Where such of my personal and medical data is disclosed, processed and/or transferred by IHiS to NEHR,
 - a. to allow all institutions accessing the NEHR (including Ministry of Health ("MOH"), MOH Holdings Pte Ltd ("MOHH") and MOHH's affiliates) to access, use, disclose and share my said personal and patient data for the purposes of providing me with healthcare services (including making medical referral and facilitating diagnosis); and
 - b. where MOH has given consent to such institutions mentioned at 6(i)(a), to allow my personal and patient data to be used for approved research or such other approved purposes;
 - (d) Disclose and/or share my personal and patient data with institutions connected to NEHR with other institutions.
- (ii) Where my Spouse and Dependants visit UHC for their medical and healthcare needs, I presents, warrant and undertake to NUS that I have obtained their consents for the abovementioned points 6 (i) (a) to (d).
7. I understand and acknowledge that the terms set out in this statement shall be incorporated by reference to and form part of my employment agreement with NUS.

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