

Privacy Notice

Last updated 30 March 2023

This Privacy Notice (“Notice”) sets out the basis which *Rose of Sharon Church Singapore* (“we”, “us”, “our”) may collect, use, disclose or otherwise process your personal data pursuant to the Personal Data Protection Act (“PDPA”).

This Notice applies to personal data in our possession or under our control, including personal data in the possession of organisations which we have engaged to collect, use, disclose or process personal data for our purposes.

Personal Data

As used in this Privacy Notice, ‘personal data’ refers to data, whether true or not, about a member who can be identified: (a) from that data; or (b) from that data and other information to which we have or are likely to have access.

Depending on the nature of your interaction with us, some examples of personal data which we may collect from you include

- Full name
- Contact details, including address, email address, telephone number
- Date of birth, place of birth, nationality, photograph, and other information for the verification of identity
- and other information relating to you which you have provided to us in any form you may have submitted to us, or in other forms of interaction with you (le; Water baptism details, the church of your past attendance).

Collection and Use of Personal Data

We may collect your personal data when it is provided to us by you directly or via third parties in the following manner:

- Through information submitted in a registration form or any other related form involving our activities or events
- When you speak or write to us via emails / phone calls and social media enquiries

- Responding to a visitor's card when visiting us
- Making a one-time donation to us or to our related ministries
- When you respond to our employment opportunities
- Information and data collected such as images, photographs, voice or video recordings collected when you are within our premises or when you participate in events organised by us

The purposes for which we collect data will vary according to the nature of the activity. Examples of the purposes include, but is not limited to:

- Providing pastoral care and oversight
- Connecting you to connect groups or other departmental focused groups
- Informing you of events, programmes or training that we organised
- Conducting surveys, research and /or analysis for statistical, profiling or other purposes for us to review, develop and improve our training and equipping efforts
- Verifying your identity
- Effecting church and ministry administrative matters
- Responding to processing queries, requests, applications and feedback from you

Disclosure of Personal Data

We may share your personal data with relevant leaders, staff, vendors, volunteers, partners and service providers or other organizations, for fulfilling any of the purposes stated above. If personal data is disclosed as mentioned above, we will seek to limit the scope of personal data that is furnished to the amount necessary to fulfil the performance of a specific purpose.

Exception to Consent Requirement

We may use personal data, without consent, for the purposes of improving, enhancing and developing: 1) the quality of our programmes and service, 2) the quality of our operational processes.

Withdrawal of Consent

You may withdraw your consent and request us to stop collecting, using and / or disclosing your personal data for any or all of the purposes by contacting Data Protection Officer at the contact details below.

Upon receipt of your written request to withdraw your consent, we may require reasonable time for your request to be processed and for us to notify you of the consequences regarding the same. Depending on the complexity of your request and its impact on our relationship with you, our response time may vary, though we endeavour, in general, to process your request within thirty (30) calendar days of receiving it.

Depending on the nature and scope of your request, we may not be in a position to continue providing our services to you and, in such circumstances, notify you before completing the processing of your request. Should you decide to cancel your withdrawal of consent, please inform us by contacting our Data Protection Officer, at Rossc.Communication@gmail.com.

Protection of Personal Data

Protecting your personal information is a priority to us. We take reasonable steps to ensure the security of personal information and take appropriate administrative, physical and / or technical measures to avoid risks such as loss or unauthorised access, destruction, use, modification or disclosure. You should be aware, however, that no method of transmission over the Internet or method of electronic storage is completely secure.

Retention of Personal Data

We will retain your personal data for such period as may be necessary for legal, regulatory or business purposes.

We will cease to retain your personal data, or remove the means by which the data can be associated with you, as soon as it is reasonable to assume that such retention is no longer necessary for legal or ministry purposes.

Access and Correction of Personal Data

Subject to exceptions under the PDPA, you may request for access to your personal data that is in our possession. We reserve the right to charge a reasonable fee for the processing of any data access request.

We are committed to making a reasonable effort to ensure the accuracy of the personal data we collect and keep. However, it is incumbent on you to ensure that the information you provide is accurate, complete and current. Should the personal information that is held by us be inaccurate, incomplete or outdated, you may request for us to correct the data that has been provided, by contacting the Data Protection Officer, at Rosc.Communication@gmail.com.

Transfers of Personal Data

We generally do not transfer your personal data to countries outside of Singapore. If your personal data is transferred out of Singapore, we will take appropriate steps to ensure that your personal data continues to receive a standard of protection that is at least comparable to that provided under the PDPA.

Changes to this Notice

This Notice is subject to change from time to time for any reason(s) without prior notice. You should periodically check this Notice to ensure you are aware of how your personal information may be collected, used or disclosed.

Contact Us

If you have –

- any questions about our privacy notice, or
- if you have a complaint about our collection, use or management of your personal information, or
- if you wish to access or correct your personal information,

you may reach us by emailing our **Data Protection Officer** at Rosc.Communication@gmail.com

Cookie Policy

Last updated 30 March 2023

Cookies are small text files that are placed in browser directories on your computer or mobile device when you visit our website. Our website uses session cookies and persistent cookies set by third parties, such as Google.

Tracking pixels are small images or codes on a web page that collect information about your locations, browser or device and can set cookies. Our website uses tracking pixels set by third party networks such as Google.

These technologies collect information when you access our website, providing us with an understanding of how traffic arrives at our website, such as the number of visitors, how frequently they return and what information they view most often. These cookies and other similar technologies do not reveal your identity to us or provide us with personally identifiable information about your use of the site.

We use cookies, pixels, and other similar technologies in the following way:

Analytics: We use Google Analytics which provides us with information about how visitors use our website. Google uses cookies as part of the process to collect anonymous information, such as the number of visitors to the website, where they are from, the pages they visit and the length of time they have spent on our website.

Social plugin: Our website may contain pages that have embedded functions, social media tools or links supplied by third parties (for example, videos that are embedded from YouTube), which you can recognise by the logo which is placed on our website. These functions or links may contain third-party cookies. If you interact with this social network, the relevant information will be forwarded and your visit recognised by the said social network.

You may change your browser settings to block cookies or to alert you when cookies are being sent to your device. Please note that if you decide to disable cookies, you may not be able to access certain functions of our website.