

# FAITH ASSEMBLY OF GOD CHURCH DATA PROTECTION POLICY

**FAITH ASSEMBLY OF GOD CHURCH** takes our responsibilities under the Personal Data Protection Act 2012 (the “PDPA”) seriously. We recognize the importance of the personal data you have entrusted to us and believe that it is our responsibility to properly manage, protect and process your personal data.

This page contains the data protection policy adopted by Faith Assembly of God Church (the “Church”) to manage your personal data and to govern the use of the church website (the “Site”) in accordance with the Personal Data Protection Act 2012 (the “Act”).

This data protection policy is designed to give you an understanding of how we collect, use and/or disclose the personal data you have provided to us, as well as to assist you in making an informed decision before providing us with any of your personal data.

If you, at any time, have any queries on this policy or any other queries in relation to how we may manage, protect and/or process your personal data, please do not hesitate to contact our Data Protection Officer (the “DPO”) at:

Telephone number: +65 6256 2333

Email address: [admin@faithag.org.sg](mailto:admin@faithag.org.sg)

## 1. INTRODUCTION TO THE PDPA

- 1.1 “Personal Data” is defined under the PDPA to mean data, whether true or not, about an individual who can be identified from that data, or from that data and other information to which an organization has or is likely to have access. Common examples of personal data could include names, identification numbers, contact information, medical records, photographs, and video images taken during events or seminars organised by the Church.
- 1.2 Personal Data collected through the Church website, hardcopy forms (e.g., registration forms, application forms) and other channels will be handled in accordance with the PDPA.

## 2. COLLECTION OF YOUR PERSONAL DATA

- 2.1 In general, we collect your personal data in several ways, but not limited to the following:
  - (a) When you submit a membership registration form or other forms relating to the Church’s activities like baby dedication, camp, and outings.
  - (b) When you sign up to attend Church services or training courses.
  - (c) When you make use of various functionalities in our Site and/or App.
  - (d) When you contact us for enquiries, either via emails or phone calls.
  - (e) When you are visiting our office or attending our services or events.
  - (f) When you donate or make payment to the Church.
  - (g) When you request us to contact you.
  - (h) When you submit your personal data to us for employment purpose.

2.2 The personal data that is collected by the Church may include some or all the following personal information:

- (a) Name
- (b) NRIC/FIN/Passport Number
- (c) Nationality
- (d) Marital status
- (e) Date of birth
- (f) Gender
- (g) Company name
- (h) Job title/profession
- (i) Contact information such as email addresses and telephone numbers
- (j) Demographic information such as address, postal code, preferences, and interests
- (k) Photograph, audio/video recording and digital image
- (l) Correspondence details when you contact us

### **3. PURPOSES OF COLLECTION, USE AND DISCLOSURE OF YOUR PERSONAL DATA**

3.1 Generally, the Church collects, uses, and discloses your personal data for the following purposes:

- (a) Conducting and organising Church activities, including services and events
- (b) Managing Church administration and relationship with members
- (c) Education and training
- (d) Missions organisation and management
- (e) Fund raising, donations and activities for charities causes
- (f) Responding to your queries and requests
- (g) Resolving complaints and handling requests and enquiries
- (h) Providing service for communities or public
- (i) Internal and external communication and publications
- (j) Delivering information regarding news, publications, and events
- (k) Internal record keeping
- (l) Tracking and auditing donations made to the Church
- (m) Handling any issues which may come to our attention
- (n) Accounting, billing, and verification purposes

3.2 Your personal data will be retained by the Church as long as necessary according to our internal policy for the fulfilment of the purposes stated above or is required to satisfy legal, regulatory or accounting requirements.

### **4. DISCLOSURE OF YOUR PERSONAL DATA**

4.1 The Church will take reasonable steps to protect your personal data against unauthorised disclosure. Subject to the provisions of any applicable law, your personal data may be disclosed, for the purposes listed above (where applicable), to the following:

- (a) The Church's staff and volunteers
- (b) Agents, contractors or third-party service providers who provide services to the Church, such as website maintenance services, internet cloud services, courier services, other operational services and/or other services to the Church or the Site and/or App
- (c) Our professional advisers such as auditors and lawyers

- (d) Relevant government regulators, statutory boards or authorities or law enforcement agencies to comply with any laws, rules, guidelines and regulations or schemes imposed by any governmental authority; and
- (e) Any other party to whom you authorise us to disclose your Personal Data to.

4.2 The Church will use its reasonable endeavours to ensure that the third parties, whom your personal data is being disclosed to, will provide a comparable standard of protection to your personal data. However, the Church does not provide any warranty or take any responsibility of any misuse undertaken by those third parties.

## 5. CONSENTS

5.1 By submitting your personal data to the Church, you agree and consent to the collection, use and disclosure of your personal data by the Church for some or all the purposes mentioned above.

5.2 If at any time we decide to collect, use, or disclose your personal data in a different manner to the purposes set out above, we will request your consent to the additional purpose in writing, which you may refuse to give at your discretion.

5.3 If you provide us with personal information relating to a third party (e.g., information of your spouse, children, parents, or relatives), you irrevocably and unconditionally represent, warrant, and undertake that you have obtained the consent of the third party to provide us with their personal data for the respective purposes.

## 6. REQUEST TO WITHDRAW CONSENT

6.1 You may at any time withdraw your consent for the collection, use or disclosure of your personal data that is in our possession by giving prior notice in the form of a formal written request addressed to the Data Protection Officer.

6.2 We will process your request within a reasonable time from such a request for withdrawal of consent being made, and will thereafter not collect, use and/or disclose your personal data in the manner stated in your request. **Once consent is withdrawn, it may affect the fulfilment of certain services for which the data is necessary.**

## 7. ACCESS AND CORRECTION TO YOUR PERSONAL DATA

7.1 You may apply for a copy of your personal data held by the Church or request for your personal data to be updated or corrected by sending a formal written request to our Data Protection Officer.

## 8. ACCURACY OF YOUR PERSONAL DATA

8.1 You should ensure that all personal data submitted to us is true, complete, accurate and not misleading.

8.2 The Church shall take reasonable efforts to ensure that personal data collected by us or on behalf of us is accurate and true.

## **9. PROTECTION OF YOUR PERSONAL DATA**

- 9.1 The Church will put in place reasonable security arrangements to ensure that your personal data is adequately protected and secured. In particular, reasonable security arrangements will be taken to prevent any unauthorized access, collection, use, disclosure, copying, modification, leakage, loss, damage and/or alteration of your personal data. You should be aware, however, that no method of transmission over the internet or method of electronic storage is 100% secure. While security cannot be guaranteed, we strive to protect the security of the personal data and will constantly review and enhance our information security measures.
- 9.2 The Church's staff and volunteers are required to keep your personal data confidential and only authorised persons have access to such information.

## **10 SHARING DATA WITH THIRD PARTIES**

- 10.1 The Church shares personal data with authorised third parties for the purposes of the third parties providing relevant service to the Church. All authorised Third Parties shall sign a contract or a letter of undertaking with the Church to ensure that the data is used purely for the intended purpose of providing the required service. All authorised Third Parties shall be required to undertake the appropriate measures to safeguard the data and adhere to the PDPA requirements.

## **11. USE OF COOKIES**

- 11.1 The Church may use cookies, where a small data file is sent to your browser to store and track information regarding you when you enter our website. The cookies are used to track information such as frequency of website visit, and duration of visit and web pages visited. This is to allow us to understand our web traffic better, customise your surfing experience and pave way for our future site improvement. While the cookies can tell us when you enter our website and which web pages you visit, they cannot read data off your hard disk.

## **12. GOVERNING LAW**

- 12.1 The terms in this Data Protection Policy are governed by the laws of the Republic of Singapore.

## **13. CONTACT OUR DATA PROTECTION OFFICER**

Faith Assembly of God Church  
1A Kim Keat Road S(328803)  
Tel: 6256-2333  
Email: [admin@faithag.org.sg](mailto:admin@faithag.org.sg)

The last update to this Data Protection Policy was posted on 27 March 2021.