

City College's PDPA Policy

Dear valued City College's guests,

We acknowledge the importance of the personal data that you have entrusted us and believe that it is our responsibility to properly manage, protect and process your personal data.

How Personal Data may be collected

Listed below are situations where your personal data may be collected by us:

- (a) when you submit a contact form;
- (b) when you submit a registration form;
- (c) when you communicate with us directly, in person, via email or telephone;
- (d) when you apply for employment with us;
- (e) when you participate in surveys and/or other types of research;

Purposes for Collection, Use, Disclosure and Processing of Personal Data

By submitting your personal details, you agree that City College may collect, use and disclose your personal data obtained by our organisation as a result of your submission, for the following purposes, but is not limited to, in accordance with the Personal Data Protection Act 2012 and our data protection policy:

- (a) to communicate with you pertaining to any enquiries, clarifications and feedback;
- (b) the processing of your registration or application;
- (c) the administration and maintenance of your application with our organisation;
- (d) the marketing of upcoming courses, events and other information which may be of interest to you held by City College or School of Design and Entrepreneurship (SODE);
- (e) responding to queries or feedback from you
- (f) enforcing Terms and Conditions or policies
- (g) notifying you about important changes in our programmes, courses and/or events

Disclosure of Personal Data to Third Parties

We also respect the confidentiality of the personal data that you provide to us. We do not sell personal data to any third party. However, in order to conduct our operations smoothly, we may need to disclose the personal data that you have provided to us to third party organisations ie government regulators or authorities to comply with any

laws, rules, guidelines, regulations or schemes that apply to us. They would also be required to adhere to the PDPA and any policies that we provide and to take responsibility in ensuring your personal data is safe.

Request for Access, Correction or Withdrawal of Personal Data Consent

We are committed to ensuring that your personal data is stored securely. You have the right to request for access to, to request for a copy of and to request to update or correct your personal data held by us. You have the right at any time to request us to limit the processing and use of your personal data, for example, for marketing purposes, but with a request to withdraw consent.

You may withdraw your consent for the use and/or disclosure of your personal data that is in our possession by writing to us at info@citycollege.edu.sg.

Updates on Personal Data Protection Policy

City College reserves the right to amend the terms of this Personal Data Protection Policy at our absolute discretion. This is part of our efforts to ensure that we properly manage, protect and process your personal data and review our policies, procedures and processes from time to time.

It is necessary for us to collect and to retain your personal data. If you do not provide us with your personal data, or do not consent with this Notice or our Personal Data Protection Policy, we will not be able to effectively provide services to you, if at all.