



DATA PROTECTION NOTICE

This Data Protection Notice (“**Notice**”) sets out the basis which the Medical Alumni Association Student Chapter (“**we**”, “**us**”, or “**our**”) may collect, use, disclose or otherwise process personal data of our members in accordance with 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

1. As used in this Notice:

“**member**” means an individual who (a) has contacted us through any means to find out more about any programme we provide, or (b) may, or has, participated in any programme hosted by us; and

“**personal data**” means 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.

2. Depending on the nature of your interaction with us, some examples of personal data which we may collect from you include your full name and identification information such as your contact information like your email address and/ or telephone number, gender, photographs and other audio-visual information, course of study and institution, and financial information such as bank account information (if applicable and necessary).
3. Other terms used in this Notice shall have the meanings given to them in the PDPA (where the context so permits).

COLLECTION, USE AND DISCLOSURE OF PERSONAL DATA

4. We generally do not collect your personal data unless (a) it is provided to us voluntarily by you directly, or (b) collection and use of personal data without consent is permitted or required by the PDPA or other laws. We shall seek your consent before collecting any additional personal data and before using your personal data for a purpose which has not been notified to you (except where permitted or authorised by law).
5. We may collect and use your personal data for any or all of the following purposes:
 - a. Performing obligations in the course of or in connection with our provision of the programme requested by you;
 - b. Verifying your identity;
 - c. Responding to, handling, and processing queries, requests, applications, complaints, and feedback from you;
 - d. Managing your relationship with us;
 - e. Processing payment or credit transactions;
 - f. Sending your marketing information about our programmes including notifying you of our marketing events, initiatives, lucky draws, membership and benefit schemes as well as other promotions;



- g. Complying with any applicable laws, regulations, codes of practice, guidelines, or rules, or to assist in law enforcement and investigations conducted by any governmental and/ or regulatory authority;
 - h. Any other purposes for which you have provided the information;
 - i. Transmitting to any unaffiliated third parties including our third party service providers and agents, and relevant governmental and/ or regulatory authorities, whether in Singapore or abroad, for the aforementioned purposes;
 - j. Handing over to Medical Alumni Association for option to continue membership after graduation from course of study; and
 - k. Any other incidental business purposes related to or in connection with the above.
6. We may disclose your personal data:
- a. Where such disclosure is required for performing obligations in the course of or in connection with our provision of the programmes requested by you; or
 - b. To third party service providers, agents and other organisations we have engaged to perform any of the functions listed in clause 5 above for us.
7. The purposes listed in the above clauses may contribute to apply even in situations where your relationship with us (for example, pursuant to a contract) has been terminated or altered in any way, for a reasonable period thereafter (including, where applicable a period to enable us to enforce our rights under any contract with you).

WITHDRAWING YOUR CONSENT

8. The consent that you provide for the collection, use and disclosure of your personal data will remain valid until such time it is being withdrawn by you in writing. You may withdraw consent and request us to stop using and/ or disclosing your personal data for any or all of the purposes listed above by submitting your request in via email only to our Data Protection Officer at the contact details provided below. The Data Protection Officer will work with his/ her team to ensure that your withdrawal request be fulfilled to the best of our abilities.
9. Upon receipt of your written request to withdraw your consent, we may require reasonable time (depending on the complexity of the request and its impact on our relationship with you) for your request to be processed and for us to notify you of the consequences of us acceding to the same, including any legal consequences which may affect your rights and liabilities to us. In general, we shall seek to process your request within ten (10) business days of receiving it.
10. Whilst we respect your decision to withdraw your consent, please note that depending on the nature and scope of your request, we may not be in a position to continue providing our programmes to you and we shall, in such circumstances, notify you before completing the processing of your request. Should you decide to cancel your withdrawal of consent, please inform us in writing in the manner described in clause 8 above.
11. Please note that withdrawing consent does not affect our right to continue to collect, use and disclose personal data where such collection, use and disclose without consent is permitted or required under applicable laws.



ACCESS TO AND COLLECTION OF PERSONAL DATA

12. If you wish to make a correction request to correct or update any of your personal data which we hold about you, you may submit your request in writing or via email to our Data Protection Officer at the contact details provided below. Our Data Protection Officer will work with his/her team to correct or update any of your personal data.
13. We will respond to your request as soon as reasonably possible. Should we not be able to respond to your request within thirty (30) days after receiving your request, we will inform you in writing within thirty (30) days of the time by which we will be able to respond to your request. If we are unable to make a correction requested by you, we shall generally inform you of the reasons why we are unable to do so (except where we are not required to do so under the PDPA).

PROTECTION OF PERSONAL DATA

14. To safeguard your personal data from unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks, we have introduced appropriate administrative, physical and technical measures to secure all storage and transmission of personal data by us, and disclosing personal data both internally and to our authorised third party service providers and agents only on a need-to-know basis.
15. You should be aware, however, that no method of transmission over the Internet or method of electronic storage is completely secure. While security cannot be guaranteed, we strive to protect the security of your information.

ACCURACY OF PERSONAL DATA

16. We generally rely on personal data provided by you. In order to ensure that your personal data is current, complete and accurate, please update us if there are any changes to your personal data by informing our Data Protection Officer in via email at the contact details provided below.

RETENTION OF PERSONAL DATA

17. We may retain your personal data for as long as a withdrawal request is not made by you. Members will be accorded a lifetime membership in the MAASC and the bigger Medical Alumni Association, which includes time after graduation or termination from your course of study.
18. We will cease to retain your personal data, or remove the means by which the data can be associated with you, if and only if you have requested in writing for your data to be withdrawn.



TRANSFERS OF PERSONAL DATA OUTSIDE OF SINGAPORE

19. We generally do not transfer your personal data to countries outside of Singapore. However, if we do so, we will obtain your consent for the transfer to be made and we will take 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.

DATA PROTECTION OFFICER

20. You may contact our Data Protection Officer if you have any queries or feedback on our personal data protection policies and procedures, or if you wish to make any request, in the following manner:

Mr. Leo Wen Zhe
Vice President (Human Resources)
Medical Alumni Association Student Chapter
studentchapter@alumniassociation.org.sg

EFFECT OF NOTICE AND CHANGES TO NOTICE

21. This Notice applies in conjunction with any other notices, contractual clauses and consent clauses that apply in relation to the collection, use and disclosure of your personal data by us.
22. We may revise this Notice from time to time without any prior notice. You may determine if any such revision has taken place by referring to the date on which this Notice was last updated. Your continued membership and/ or participation in our programme(s) constitutes your acknowledgement and acceptance of such changes.

Effective date: 12th August 2020

Last updated: 8th November 2020