



## Personal Data Collection Statement

1. It is often essential for you to provide to **Tanglin Trust School Ltd** ("TTS") data about yourself and your family or for TTS to collect information about you and your family that is subject to applicable data protection or other similar laws in Singapore (your "**Personal Data**") from time to time in connection with your employment or prospective employment with us. Such Personal Data may include identity documents, residence address, contact details, information concerning date of birth, marital status, racial or ethnic origin, family background, past and present employment information, past and present academic qualifications, medical history, declaration of health conditions, physical disabilities or limitations, record of criminal offences or convictions and bank account details.
2. Such Personal Data is initially collected through the recruitment process. Other Personal Data is collected in the course of your employment with TTS. Personal Data may also be collected through your use of our email system or internet services for compliance with TTS' Internet and Email Usage Guidelines.
3. Personal Data you provide to TTS may be collected, used, disclosed and otherwise processed for the following purposes:
  - 3.1 determining eligibility for employment in TTS;
  - 3.2 pre-employment checks which include verification of references, academics, and other qualifications provided by prospective employees;
  - 3.3 pre-employment medical checks for prospective employees;
  - 3.4 assessing individual work performance, attendance and disciplinary record;
  - 3.5 conducting training of employees;
  - 3.6 reviewing salaries, bonuses and other benefits;
  - 3.7 providing employee references, including but not limited to letters to third parties providing employee's details of employment with TTS;
  - 3.8 monitoring your work communications, including but not limited to email and internet traffic data;
  - 3.9 for Central Provident Fund, tax, immigration or other relevant purposes as required under Singapore law;
  - 3.10 supporting employees, including (if necessary) providing counselling or other professional services;
  - 3.11 providing pastoral care where appropriate;
  - 3.12 providing healthcare benefits, and where appropriate, using employees' clinical and treatment records for management of employees' healthcare services;
  - 3.13 provision of online services such as TTS internet portals;
  - 3.14 responding to your enquiries and/or feedback;
  - 3.15 application of employment or other work passes where appropriate;
  - 3.16 application of licenses from the relevant authorities; and
  - 3.17 all other matters relating to your employment with TTS as TTS may consider to be necessary or appropriate.
4. In addition, Personal Data you provide to TTS may be collected, used, disclosed and otherwise processed for the following purposes:
  - 4.1 conducting of statistical studies and analysis, either by TTS or by a third party service provider;

- 4.2 supplying any goods and/or services which TTS or its selected vendors may offer or may require from TTS, including but not limited to food services, travel agents, hotels, staff ID cards and time management system;
  - 4.3 where appropriate, promoting TTS to prospective students, including but not limited to the school's prospectus, magazine and website;
  - 4.4 where appropriate, sharing of information on the TTS Portal, for access by parents and all employees;
  - 4.5 sending promotional and marketing information by post, email and SMS about the school, activities and events as well as carefully selected third parties;
  - 4.6 for registration to the TTS Alumni and connection purposes between Alumni, for access by Alumni department and other Alumni as per their consent given at registration;
  - 4.7 sending of event updates and other communications to Alumni; and
  - 4.8 all other matters relating to the operation of TTS as TTS may consider to be necessary or appropriate.
5. Personal Data provided to TTS will generally be kept confidential but you hereby consent and authorise us to provide or disclose your Personal Data for the purposes stated in clauses 3 and 4 above to the following persons:
- 5.1 any person to whom TTS is compelled or required to do so under law or in response to a request by a government agency;
  - 5.2 any person where public interest or our interests require disclosure;
  - 5.3 any third party service provider who provides administrative, telecommunications, computer, data storage, data processing or other services to TTS, whether in Singapore or overseas;
  - 5.4 any third party seeking employment references;
  - 5.5 such sub-contractors or third party service or product providers as TTS may determine to be necessary or appropriate, whether in Singapore or overseas; and
  - 5.6 any other persons for the purpose of your employment with TTS as well as to support the operation of TTS as TTS may consider to be necessary or appropriate.
6. You have the right to request access to and correction of information about you held by TTS and you may:
- 6.1 confirm whether TTS possesses or uses (within a year before the date of your request) your Personal Data;
  - 6.2 request that TTS corrects any error or omissions in your Personal Data;
  - 6.3 request that TTS makes information available about its policies and practices in relation to data protection;
  - 6.4 request that TTS makes information available about its processes to receive and respond to complaints that may arise with respect to data protection; and
  - 6.5 withdraw, in full or in part, your consent previously given to TTS. However, do note that withdrawal of consent may, in some instances, affect your employment prospects or your ability to enjoy the benefits of your employment with us. Where applicable, TTS will inform you of the likely consequences of withdrawing your consent,

and TTS will, as soon as reasonably practicable, respond to your request. In some instances, we may require a minimal fee or deposit to cover the incremental costs related to the request by you.

7. Written requests relating to your Personal Data or TTS' policies, practices and processes in relation to data protection may be directed to:

TTS Data Protection Officer  
Tanglin Trust School Ltd  
Email: [DataProtection@tts.edu.sg](mailto:DataProtection@tts.edu.sg)

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I hereby confirm that, with effect from the date when I first provided any Personal Data to TTS:

- a) I have fully read and understood this Personal Data Collection Statement and the terms relating to the collection, use, disclosure and/or processing of my Personal Data by TTS and I hereby consent to such collection, use, disclosure and/or processing of my Personal Data as described above;
- b) I confirm that I have the consent of any relevant next-of-kin and family members for the use of their Personal Data in accordance with the purposes and in a manner described above.

Name \_\_\_\_\_ :

Signature \_\_\_\_\_ :

Date \_\_\_\_\_ :