

DATA PROTECTION NOTICE

The Data Protection Notice (hereafter Notice) sets out the basis which The Japanese School Singapore (hereafter the school) may collect, use, disclose or otherwise process personal data of the students and parents who wish to enroll the school in accordance with the Personal Data Protection Act (hereafter PDPA). The purpose of this Notice is for students and parents to provide personal data after fully understanding how to acquire, use or disclose the personal data provided to the school.

PERSONAL DATA

1. As used in this Notice, personal data means data whether true or not, about a student and parent 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. Some examples of personal data which the school may collect from you include your name and identification information such as your NRIC number, Employment Pass, Dependent Pass, Student Pass, Permanent Resident Re-Entry Permit, Passport, contact information such as address, email address or telephone number, gender, nationality, date of birth, employment information, bank account information, photographs and other audio-visual information.
3. Other terms used in this Notice shall have the meanings given to them in the PDPA.

PURPOSES OF COLLECTION, USE AND DISCLOSURE OF PERSONAL DATA

4. The school may collect and use your personal data for any or all of the following purposes:
 - a. Basic information and contact information for students and parents are used for admission procedures and emergency contacts.
 - b. The student's passport copy is used for nationality and age verification.
 - c. The student's DP / student visa / PR copy is used to confirm whether or not you can attend school based on your status of residence.
 - d. Parent's EP / NRIC copy will be used to confirm company donation status and status of residence
 - e. The membership card of The Japanese Association is to confirm the membership type and status.
5. The school 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 services 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 4 above for the school.
6. The purpose listed in the above clauses may continue to apply even in situations whether the student has transferred from the school for a reasonable period thereafter.
7. Regardless of the above purposes, the school may disclose your personal data in the situation listed below or under the reasonable circumstances without prior consent from the students and parents.
 - a. When disclosure is required based on applicable laws and regulations
 - b. When the purpose of such disclosure is clearly in the interest of students and parents, and it is impossible to obtain consent in a timely manner
 - c. When disclosure is required to respond to emergencies that threaten the life, health and safety of children and their parents
 - d. When there is a rational basis that could have a serious impact on the health and safety of students and their parents, and it is impossible to obtain timely consent for the disclosure of the information.
 - e. When disclosure is required for investigation or legal proceedings
 - f. Providing personal information to the relevant authorities by making a written consent signed by the responsible person, director or equivalent person of the relevant authorities who proves that the personal information is necessary for the purpose of fulfilling the duties or duties of the prescribed authorities.

CONSENT AND WITHDRAWAL

8. Regardless of whether it is online or offline application form, the students and parents are considered to provide the consent for the Singapore Japanese School Student Enrollment Rules, Privacy Policy and the Notice by agreeing the consent statement.
9. 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 writing or via email to our Data Protection Officer at the contact details provided below.

10. Upon receipt of your written request to withdraw your consent, the school may require reasonable time for your request to be processed and for the school 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.
11. Whilst the school respect your decision to withdraw your consent, please note that depending on the nature and scope of your request, we may not proceed the admission process of the student nor continue providing our educational services to you. Should you decide to cancel your withdrawal of consent, please inform us in writing in the manner described in clause 9 above.

ACCESS TO AND CORRECTION OF PERSONAL DATA

12. If you wish to make (a) an access request for access to a copy of the personal data which we hold about you or information about the ways in which we use or disclose your personal data, or (b) 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.
11. The school will respond to your request as soon as reasonably possible.

PROTECTION OF PERSONAL DATA

12. 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.
13. The school strive to protect the security of your information and are constantly reviewing and enhancing the information security measures.

ACCURACY OF PERSONAL DATA

14. In order to ensure that the personal data is current, complete and accurate, the students and parents should update the school if there are changes to the personal data.

RETENTION OF PERSONAL DATA

15. The school may retain the students' and parents' personal data for as long as it is necessary to fulfil the purpose for which it was collected, or as required or permitted by applicable laws.
16. The school will cease to retain the students' and parents' personal data, or remove the means by which the data can be associated with the person, as soon as it is reasonable to assume that such retention no longer serves the purpose for which the personal data was collected, and is no longer necessary for legal purposes.

TRANSFERS OF PERSONAL DATA OUTSIDE OF SINGAPORE

17. The school may transfer the personal data to the third party in and outside Singapore pursuant to the purposes stated above. In this case, the school will obtain the parent's consent for the transfer to be made and the school will take steps to ensure that the personal data continues to receive a standard of protection that is at least compatible to that provided under the PDPA.

DATA PROTECTION OFFICER

18. The students and parents may contact the school's Data Protection Officer if they have any enquiries or feedback on the school's personal data protection policies and procedures, or wish to make any request, in the following manner:
 - a. contact number: +65 6775 3366
 - b. email : otoiawase@siscle.edu.sg
 - c. address : 95 Clementi Road 129782

EFFECT OF NOTICE AND CHANGES TO NOTICE

19. 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 the school.
20. The school may revise this Notice from time to time without any prior notice. The students and parents may determine if any such revision has taken places by referring to the date on which this Notice was last updated.
21. The school publishes information on the data protection policies, the Notice and other related regulations on the school website.