

## **Personal Data Protection Policy**

The Singapore Institute of Technology (“**SIT**”) collects personal data to support its functions as an autonomous university, including admission of candidates, teaching, research, administration, and student development.

This Personal Data Protection Policy (“**Policy**”) states how SIT collects, uses, discloses and takes care of your personal data, in accordance with the Personal Data Protection Act 2012 (Act 26 of 2012) (“**PDPA**”).

### **1. Definition of Personal Data**

“**Personal Data**” refers to data, whether true or not, about an individual who can be identified from that data; or from that data and other information which an organization has or is likely to have access.

Personal Data includes, but is not limited to, your name, gender, date of birth, passport or other identification number, telephone number(s), residential mailing address, personal email address, photographs or CCTV footage from which you can be identified, and any other personal information or details that you provide to SIT.

### **2. Purposes for the Collection, Use and Disclosure of Personal Data**

Personal Data will be collected, used, and disclosed by SIT for the purposes stated in the form/document used to collect the Personal Data, or in notice(s) around the equipment used to collect the Personal Data.

If you are not clear about the purposes for which your Personal Data is collected, you may clarify with the SIT staff you are liaising with, or the Data Protection Officer.

### **3. Withdrawal of Consent**

If you would like to withdraw your consent to any use of your Personal Data that has been provided to SIT, please fill in the [Withdrawal of Consent Form](#) and send it to the Data Protection Officer.

Please note that when you withdraw your consent to any use of your Personal Data that has been provided to SIT, it may affect the services provided by SIT to you.

### **4. Access**

If you would like to access your Personal Data which SIT has collected, used, and/or disclosed, please fill in the [Access to Personal Data Request Form](#) and send it the Data Protection Officer.

SIT may charge an access fee to cover the reasonable cost of retrieving the information and supplying it to you as permitted under the Act.

Access to Personal Data may be refused if it could reasonably be expected to cause harm to an individual's safety, reveal Personal Data about another individual, reveal the identity of another individual who has provided the Personal Data but has not consented to the disclosure of his or her identity, or be contrary to national interest.

## 5. Accuracy and Correction

SIT makes reasonable efforts to ensure that the Personal Data it collects is accurate and complete. To assist SIT in keeping its records up-to-date, it is important that you inform SIT of any changes to your Personal Data in writing. If you would like to correct any inaccuracies in your Personal Data, please fill in the [Correction of Personal Data Request Form](#) and send it to the Data Protection Officer.

## 6. Security of Personal Data

SIT has reasonable security arrangements in place to protect the Personal Data that it possesses to prevent unauthorized access, collection, use, disclosure or similar risks. Please take note however that no computer, electronic or data storage system is immune from intrusion and therefore, we cannot guarantee the absolute security of any Personal Data we have collected from or about you.

## 7. Transfer of Personal Data

SIT has in place reasonable measures to ensure that transfer of Personal Data out of Singapore is protected and in compliance with the PDPA.

## 8. Retention of Personal Data

SIT will retain your Personal Data for as long as necessary for the purposes for which it was collected.

## 9. Personal Data Protection Officer

Should you have any questions, feedback or concerns relating to SIT's Personal Data Protection policies or wish to access, correct or withdraw any consent relating to your Personal Data, please contact our Data Protection Officer :-

**Email address:** [dpo@singaporetech.edu.sg](mailto:dpo@singaporetech.edu.sg).

**Postal address:** The Data Protection Officer, 10 Dover Drive, Singapore 138683.

Please include the following information for verification purposes:-

- (a) Your full name and NRIC or Passport number;
- (b) A clear photocopy of your NRIC or Passport;
- (c) Your contact details;
- (d) Name of the SIT staff and his or her division by whom your Personal Data was collected;
- (e) A copy of the form through which you had disclosed your Personal Data to SIT (if available); and
- (f) Details of your request.

We will provide you access to your Personal Data or an update on your Personal Data within a reasonable time.

For more information on how SIT handles complaints pertaining to Personal Data, please refer to SIT's [Personal Data Protection Complaints Procedure](#).