

Personal Data Protection Policy

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

SIT’s Personal Data Protection Policy (“**Policy**”) discloses how SIT collects, uses, access, stores, transfers and handles your personal data, in accordance with the Personal Data Protection Act 2012 (Act 26 of 2012) (“**Act**”). By providing your personal data to SIT, you are consenting to this Policy and the collection, use, access, storage, transfer and processing of your personal information by SIT and its respective representatives and/or agents as described in this Policy.

This Data Protection Policy supplements but does not supersede nor replace any consent you may have previously provided to SIT in respect of your Personal Data, and your consents are in addition to any rights which to any SIT and/or its respective representatives and/or agents may have at law to collect, use or disclose your Personal Data with or without your consent.

1. 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.

Such 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

Such Personal Data will be collected, used, disclosed, transferred and/or processed by SIT for the following purposes: -

- (a) Processing, administering and/or managing your relationship, admission and enrolment with SIT;
- (b) Making any offer(s) of acceptance to degree courses in SIT or at its overseas university (OU) partners;
- (c) For your use of any online services available at any of SIT’s or its OU partner’s websites and/or through other telecommunication channels;
- (d) Facilitating or managing any business transaction(s) with you;
- (e) When you interact with our officers, employees, authorised agents via telephone calls, mail, in-person meetings, email and any other forms of communication;

- (f) For SIT or its respective officers, employees, sub-contractors, assigns, affiliates, successors, service providers and/or agents to (a) research or track the employability of a student after graduation; and (b) assist the students in obtaining job placements and seeking employment opportunities both during the term of the degree programme as well as after graduation;
- (g) For identification and verification purposes in connection with any of the services or degree courses that may be supplied to you by SIT or its OU partners;
- (h) Carrying out due diligence or other screening activities in accordance with the law or regulatory requirements or risk management procedures that may have been put in place by SIT, including conducting background checks or obtaining of references and/or other information about applicants from previous employers or education institution(s);
- (i) Responding to any of your enquiries;
- (j) To disclose to our OU partners for the purposes of managing or delivering a degree programme;
- (k) Processing application(s) for scholarships, student loans and/or other forms of financial aid as part of the admission process, and if successful, administering and/or managing the applicant's scholarship student loan and/or financial aid programmes, which may include use of Personal Data for direct marketing purposes for endowment and fund raising activities and disclosure of such Personal Data to donors and/or external organisations for purposes of event invitations, surveys, and/or publicity of SIT's financial aid programmes;
- (l) Investigating fraud, misconduct, any unlawful action or omissions and whether or not there is any suspicions of the aforementioned;
- (m) Responding to requests for information from the Government, public agencies, ministries, statutory boards or other similar authorities from time to time;
- (n) Carrying out market-related or similar research and analysis for SIT's operational strategy and policy planning purposes;
- (o) Organising graduations, student welcome ceremonies or other promotional or student-related events;
- (p) For legal purposes (including but not limited to obtaining external legal advice and dispute resolution proceedings);
- (q) With consent, sending you marketing, advertising, and promotional information, including materials and information on courses in SIT or its OU partners, student-related activities and/or other events via postal mail, email, SMS, fax, voice calls or other forms of communication;

(r) Any other additional purpose that is consistent with the original purpose for which consent was given; and

(s) When you submit your Personal Data to us for any other reasons.

Such Personal Data may be disclosed by SIT to our OU partners, third party service providers or agents (whether in Singapore or elsewhere in the world where such OUs or service providers are sited) for one or more of the above purposes, as such third party service providers or agents, if engaged by SIT, would be processing your Personal Data for SIT, for one or more of the above purposes.

3. Withdrawal of Consent

If you would like to withdraw your consent to any use of your Personal Data as set out in this Policy, 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 as set out in this Policy, it may affect the services provided by SIT or the OU partners when such consent is regarded as a condition of providing services from SIT or its OU partners.

4. Access

If you would like to access your Personal Data which we collect, use, disclose and/or process, please fill in the [Access to Personal Data Request Form](#) and send it the Data Protection Officer.

We may charge an access fee at the point of request 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 access to such information could reasonably be expected to cause harm to an individual's safety; 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 of 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 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 may have

collected from or about you, or that for example no harmful code will enter SIT's websites (for example viruses, bugs, trojan horses, spyware or adware). You are advised to take note of the risks and implement the necessary precautions.

7. Transfer of Personal Data

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

8. Retention of Personal Data

SIT will retain your Personal Data for a reasonable period for the purposes for which it was processed or until you request for SIT to delete the Personal Data, or as required by law.

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.

Postal address: The Data Protection Officer, 10 Dover Road, 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 officer, employee and his or her division by whom your personal data was collected; and
- (e) Details of your request.

By providing to us with complete information, we will be able to provide you access to, update or correct your personal data as soon as reasonably possible. Alternatively, you may submit your request in person at SIT's registered address.

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