

## Order of Friars Minor Singapore Ltd

### Personal Data Protection Policy Statement

#### 1. Introduction

- 1.1 The Order of Friars Minor Singapore Ltd (collectively referred to herein as “OFMS”, “we”, “us”, “our”) is committed to protecting the privacy of individuals who provide personal information to us, including those information provided through our website.
- 1.2 The personal data collected during the course of activities undertaken by OFMS enable us to minister to the faithful and to fulfil our canonical and civil law obligations under the Code of Canon Law and under Singapore Law. OFMS is bound by the Singapore Personal Data Protection Act (2012) (referred to as the “Act” or “PDPA”) that governs personal data is collected, used, stored disclosed and disposed.
- 1.3 This policy describes the ways in which OFMS collects, uses, discloses, stores and disposes of personal data.

#### 2. Understanding of Personal Data

- 2.1 “Personal data” generally refers to any data, whether accurate or not, about an individual who is identifiable from the provided data or information to which we have or are likely to have access to. This will include data from our records which may be updated from time to time.
- 2.2 The personal data that OFMS and its arms may collect and/or hold of individuals include the following:
  - Personal details such as name, age, gender, religion, address
  - Personal identification details such as NRIC, FIN or passport number, and applicable visa or permits, such as employment pass or work permits
  - Personal contact details such as telephone numbers and email addresses
  - Information relating to pastoral care needs

#### 3. Photographs Purpose of Collecting Personal Data

- 3.1 OFMS collects personal data for purposes such as those indicated below:
  - To minister to the faithful including performance of sacraments
  - To provide pastoral care and spiritual services including prayer and columbarium services
  - For events and activities which we may organise from time to time (such as fundraisers, seminars and religious events)
  - The dissemination of information and news by way of newsletters, magazines and the like
  - Management of OFMS
- 3.2 Where we collect personal data for purposes other than listed above, we would disclose such purpose of such collection to the individual prior to or when collecting such personal data from that individual.

#### 4. Use of Personal Data

- 4.1 All personal data will be used for the purpose for which it was collected.

#### 5. Disclosure of Personal Data

- 5.1 OFMS may from time to time and in compliance with all applicable laws on data privacy, disclose individual personal data to third parties, whether located in Singapore or elsewhere, in order to carry out the purposes set out above.
- 5.2 OFMS may distribute aggregated statistical information to religious authorities
- 5.3 OFMS will not disclose any personal data for direct marketing purposes without the individual’s prior consent.

#### 6. Consent

- 6.1 By providing personal data to OFMS, the individual consents to our collection, use and disclosure of his/her personal data in accordance with this policy statement.

## **7. Access of Personal Data**

- 7.1 The individual may request to access his or her personal data.
- 7.2 OFMS is entitled to impose a reasonable charge on the requestor for providing them with the personal information requested, particularly where retrieval requires extra manpower hours, photocopying, scanning and/or some form of electronic transfer is required.
- 7.3 All access requests must be made in person, in writing and in the form that we may from time to time prescribe. Proper identification documents are required to confirm identity.
- 7.4 The individual may request OFMS to correct any error or omission or to update with new information in relation to his or her personal data in person or in writing.

## **8. Withdrawal of Consent**

- 8.1 Any individual who wishes to withdraw his or her consent to any collection, use or disclosure of his or her personal data may do so in person and in writing to us. However, any changes to be effected should be implemented no more than one month from the date of notification.
- 8.2 If any individual withholds his/her consent to the collection, use and disclosure of his/her personal data, OFMS may not be able to:
  - Attend to the individual's religious or spiritual needs
  - Attend to the individual's welfare needs
  - Attend to any pastoral care or ministry needs that the individual might have
  - Deal with any enquiries, difficulties or concerns that the individual might have

## **9. Security, Protection, Retention and Storage of Personal Information**

- 9.1 OFMS will take reasonable security measures to safeguard the personal data collected.
- 9.2 OFMS will only retain the personal data collected for as long as it is required for the fulfilment of the purposes of OFMS or allowed by any applicable law to be retained.
- 9.3 OFMS may transfer, store, process and/or deal with the individual's personal data outside of Singapore. When OFMS does so, it will comply with the PDPA and other applicable data protection and privacy laws.

## **10. Questions and Feedback**

- 10.1 If there are any queries about this policy or feedback regarding the handling of personal data by OFMS, please contact us at [ofms.adm@gmail.com](mailto:ofms.adm@gmail.com) or the relevant head of department, for example, Columbarium or Finance. We value your feedback.

## **11. Changes to the Policy**

- 11.1 OFMS, may from time to time review this policy statement and make amendments. The latest version of this policy statement may be found at [www.franciscans.sg](http://www.franciscans.sg). All communications, transactions and dealings with us shall be subject to the latest version of this policy in force at the time

Version 2.0

Updated 15 Nov 2016

**Generic clause for insertion in forms, prayer & mass intention envelopes, donation forms**

By submitting this form, I consent to my personal data being collected, used or disclosed by the Order of Friars Minor (S) Ltd in accordance with its Personal Data Protection Policy Statement which may be found at [www.franciscans.sg](http://www.franciscans.sg)

**For insertion into forms / agreements where OFMS receives personal data of a third party (e.g. columbarium form)**

By submitting this form, I consent to any my personal data being collected, used or disclosed by the Order of Friars Minor (S) Ltd in accordance with its Personal Data Protection Policy Statement which may be found at [www.franciscans.sg](http://www.franciscans.sg). Additionally, where personal data of any third party is provided by you to OFMS you represent and warrant that:

- you have the authority of that third party to disclose the said personal data to OFMS
- the third party is aware that his / her personal data is being disclosed to OFMS
- such personal data is true, current and accurate

**Employment Agreement / Appointment Letter**

8.5 I consent to any my personal data being collected, used or disclosed by the Order of Friars Minor (S) Ltd in accordance with its Personal Data Protection Policy Statement which may be found at [www.franciscans.sg](http://www.franciscans.sg) and for the purposes of managing my employment. I further consent to OFMS providing references to any of my future employers. Additionally, where personal data of any third party is provided by me to OFMS, I represent and warrant that:

- I have the authority of that third party to disclose the said personal data to OFMS
- the third party is aware that his / her personal data is being disclosed to OFMS
- such personal data is true, current and accurate

**For Applicant to Initial Formation program**

In relation to my personal data which may be disclosed to the Order of Friars Minor (S) Ltd (“OFMS”), whether now or in the future, I consent to my personal data:

- being collected, used or disclosed by OFMS in accordance with its Personal Data Protection Policy Statement which may be found at [www.franciscans.sg](http://www.franciscans.sg);
- being disclosed to religious authorities (whether in Singapore or elsewhere) including religious superiors and spiritual directors;
- being collected from and/or disclosed to medical practitioners, counsellors and OFMS professional advisors / service providers (such as insurers and legal counsel); and
- being retained by OFMS or the Order of Friars Minor in accordance with their respective record / data retention policies, practices and traditions

I further consent to OFMS providing references to any of my future employers. Additionally, where personal data of any third party is provided by me to OFMS, I represent and warrant that:

- I have the authority of that third party to disclose the said personal data to OFMS
- the third party is aware that his / her personal data is being disclosed to OFMS
- such personal data is true, current and accurate