

Metropolitan YMCA Singapore

PERSONAL DATA PROTECTION - INFORMATION SHEET

This information sheet on Personal Data Protection is issued to interested members, participants, guests and others who provide their personal data to Metropolitan YMCA Singapore (MYMCA).

MYMCA has developed and implemented policies and practices that are necessary to meet the obligations under the Personal Data Protection Act 2012, effective from 2 Jan 2014.

1. Collection of Personal Data

We treat personal data collected from you with strict confidence. In the course of your dealing with MYMCA, you will be requested to provide your personal data so as to enable us to enter into transaction with you. Your personal data is relevant in connection with our delivery of service, program or product, and this may include sending you promotional and related publicity materials.

2. Nature of Personal Data

Personal data that you have provided to us is subject to applicable Singapore data protection law – i.e. Personal Data Protection Act 2012 (PDPA). Personal data may include name, age, identity card number, passport number, photograph or video image of an individual, telephone number, income, personal email address and residential address etc.

3. Failure to Supply Personal Data

The failure to supply personal data may:

- result in our being unable to provide you with the service, program or product requested.
- result in our being unable to meet legal and regulatory requirements relating to the provision of services and products.

4. Collection and Consent to Use Personal Data

The personal data that you have provided us will be collected, used and disclosed for the intended purpose only towards the particular service or product offered by us, for which you have consented upon signing the Membership Application Form.

You may withdraw consent the use of certain personal data that you have provided us by downloading the [Consent Withdrawal Form](#) from our website and submit the original signed copy to the service counter for update.

5. Access and Correction of Personal Data

You may request access of your personal data that you have provided us from the service counter. Identification of the individual (e.g. Identity or Membership card) is required for request of access of personal data.

You may request to correct your personal data by downloading the [Particulars Amendment Form](#) from our website and submit the original signed copy to the service counter for update.

6. Share or Transfer of Personal Data

We will not share your personal data to another organization or transfer it overseas without your prior consent except in accordance with the requirements prescribed under the PDPA.

7. Queries, Feedback & Complaint on Personal Data Protection

For any feedback and complaint on personal data protection, you may wish to download the [Feedback & Complaint Form](#) from our website and email us at dataprotection@mymca.org.sg to the attention of our Data Protection Officers - Mr Sunny Lee/ Ms Eleanor Tan.

For other personal data protection queries, you may contact our service helpline at 6839 8359 (Public Affairs). Thank you.