

PERSONAL DATA PROTECTION POLICY (“POLICY”)

This Policy sets out how ETHOS Institute for Public Christianity (hereinafter referred to as ‘ETHOS’ inclusive of the tripartite organization members namely NCCS, TTC and The BSS) uses, collects and discloses personal data about you so that we can provide you with the relevant reports and services helmed by ETHOS. It also explains how you can update us or request to be unsubscribed from our listing.

ETHOS respects individual’s privacy and recognizes that your personal data is important and confidential. We appreciate the trust you have with us and are committed to safeguarding your personal information.

1. Personal Data and Definition

‘Personal data’ generally refers to data about an individual who can be identified from that data, in whatever form. It includes information such as individual’s name, identification number, address, mobile phone number, email addresses and photos and video images of the person (including CCTV images).

Employee data such as salaries, medical records and educational records is also recognized as personal data and is subject to all the obligations of the PDPA.

2. Personal Data Collection and Purpose of Collection

ETHOS uses your personal information for several purposes, including:

- Providing services to you
- Conducting research and/or surveys
- Organizing events and/or conferences
- General compliance with legal and regulatory obligations

2.1 Participation of ETHOS Projects or Events

When you participate any ETHOS-initiated projects (eg. research or surveys) we may need to collect your personal information such as your name, address, telephone number, email address etc. so that we can follow up with you and update you promptly on the launch of these initiatives which may interest you.

2.2 Donations to ETHOS

When ETHOS receives support through your donation, we may need to collect your personal information such as your name, address, email address and telephone number, bank account and cheque number where applicable so that we can send you our acknowledgement receipt or contact you for any clarification pertaining to the donations.

2.3 Data collected for internal use by ETHOS members namely NCCS, TTC and The BSS

There might also be obligation for usage of aggregate data collected when ETHOS writers/speakers are engaged for ETHOS publication, symposiums or other initiatives, for purpose of such initiatives.

2.4 Information collected on ETHOS website

We may collect information such as your name, email address, telephone number when you fill up our online “Contact Us” or Registration forms, so that we can respond to your enquiries promptly or register you for an event.

2.5 Walk-in Customers

We may collect information such as your name, email address, telephone number when you visit our ETHOS office so that we can inform you of our latest projects or events.

2.6 Photographs and audio/video recordings

Through your participation and involvement in ETHOS-related events, your photographs and audio /video recordings may be collected.

3. Usage of Information Collected

Once you have given us your personal information, you are not anonymous to us. We may use your personal information to contact you for our projects or events from time to time. This may include mail, email, phone calls and text messages. Photographs and audio/video recordings during ETHOS events may be used for internal and external publicity electronic and softcopy mediums, and social media platforms.

Your personal information is generally kept confidential but you hereby consent and authorize us to provide or disclose your personal information for the purposes stated above. When you give us personal information about a third party (e.g. your spouse or children or friend), you confirm that they have appointed you to act for them, to consent ETHOS' use of their personal information. We do not sell your personal information to any third party. If you do not wish to receive information on our projects or events, you may opt out at any time calling our office at 6304 3765 or email us at info@ethosinstitute.sg to inform us to be unsubscribed from our mailing list/database.

4. Storage of Personal Information collected

Your personal information is stored in our database. We are committed to providing high level of security to protect your personal information against unauthorized access. Your personal information is retained until you opt out.

You may request for changes to be made to your personal information. All changes or updates to your personal information should be substantiated by the relevant documentation to the contact below.

ETHOS reserves the right to amend the ETHOS Privacy Policy on PDPA in accordance with prevailing government regulations.

5. Contact Information

ETHOS Institute for Public Christianity

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