

### Personal Data Protection Act (PDPA)

Academy of Principals (Singapore) “APS” respects the privacy of its members, staff, community members and visitors to its website(s) and premises. Personal data is collected by APS for the purpose of supporting the operations of the Academy.

All collection, use, disclosure, or processing of data is undertaken in compliance with Singapore’s Personal Data Protection Act 2012 (“PDPA”). Personal data may be used by APS before, during or after a member’s enrolment with the Academy.

Below is a summary of the provisions of our more detailed policy (which can be read [here](#) ). It supplements but does not supersede or replace any other consent you may have previously provided to APS in respect of your personal data.

#### What is personal data?

“Personal Data” is defined under the PDPA to mean data, whether true or not, about an individual who can be identified from that data, or from that data and other information to which an organization has or is likely to have access. Common examples of personal data could include names, NRIC, FIN or Passport number, contact information, medical records, thumbprint, photographs and video images.

#### How is personal data collected by APS?

Personal data may be collected using a number of different methods including the enrolment application process, through interactions with staff (whether by telephone, letter, email or face-to-face meetings), and in the course of providing educational services to members and non-members.

### **Why is personal data collected and how is it used by APS?**

Personal data is collected to support APS functions including and not limited to the teaching and personal and professional development of members, non-members and the administration of APS. Some of the specific circumstances for which personal data may be collected include the maintenance of membership records, communication, and processing applications for professional development programmes and activities.

Personal data may also be collected to ensure the security of members and staff, and to monitor the use of APS's computer network resources, including emails and internet use with APS email accounts and portals.

### **How is my data protected?**

APS protects the personal data it collects by maintaining reasonable security arrangements to prevent unauthorised access, collection, disclosure, copying, modification, disposal and/or other similar risks.

### **Why is personal data disclosed by APS?**

Personal data may be disclosed to our third-party service providers, agents and/or our affiliates or related corporations for the same purposes for which it is collected.

### **Enquiries**

The Academy may from time to time update the Personal Data Protection Policy in line with legal or practice developments. If you have any questions, please contact our Academy via email at [admin@aps.sg](mailto:admin@aps.sg)