



Personal Data Collection Statement

1. It is often essential for you and/or your child to provide to **Tanglin Trust School Ltd ("TTS")** data about yourself and your family or for TTS to collect information about you and/or your child that is subject to applicable data protection or other similar laws in Singapore (your "**Personal Data**") from time to time in connection with your child's enrolment or prospective enrolment with us. Such Personal Data may include your and/or your child's identity documents, contact details, information concerning date of birth, marital status, nationality, racial or ethnic origin, past academic history, medical conditions, dietary restrictions, billing and bank information.
2. Such Personal Data is initially collected through the enrolment process. Other Personal Data is collected in the course of your child's time with TTS. Personal Data may also be collected through your or your child's use of our email system or internet services for compliance with TTS' Internet and Email Usage Guidelines.
3. Personal Data you and/or your child provide to TTS may be collected, used, disclosed and otherwise processed for the following purposes:
 - 3.1 determining eligibility for enrolment in TTS;
 - 3.2 assessing, monitoring and reporting on individual student performance, attendance and disciplinary records;
 - 3.3 monitoring students' email communications and internet use in accordance with TTS' Internet and Email Usage Guidelines;
 - 3.4 supporting students' learning through curricula and extra-curricular activities including but not limited to outdoor trips and inter-school competitions;
 - 3.5 providing pastoral care where appropriate;
 - 3.6 providing healthcare and wellness services;
 - 3.7 provision of online services such as TTS internet portals;
 - 3.8 responding to your enquiries and/or feedback;
 - 3.9 application of student passes where appropriate;
 - 3.10 application for Ministry of Education approval for Singapore Citizens;
 - 3.11 facilitating payment for goods and/or services provided by TTS and/or a third party on TTS' behalf including verification of bank and credit card details with third parties and using the Personal Data provided to conduct matching procedures against databases of known fraudulent transactions (maintained by us or third parties); and
 - 3.12 all other matters relating to your child's enrolment and education with TTS as TTS may consider to be necessary or appropriate.
4. In addition, Personal Data you and/or your child provide to TTS may be collected, used, disclosed and otherwise processed for the following purposes:
 - 4.1 conducting of statistical studies and analysis, either by TTS or by a third party service provider;

- 4.2 supplying any goods and/or services which TTS or its selected vendors may offer or may require from TTS, including but not limited to bus services, food services, travel agents and hotels;
 - 4.3 where appropriate, promoting TTS to prospective students, including but not limited to the school's prospectus, magazine and website and other media platforms;
 - 4.4 where appropriate, sharing of information on the TTS Portal, for access by parents and employees;
 - 4.5 sending promotional and marketing information by post, email, SMS, telephone, fax and any other communication channel about the school, activities and events as well as carefully selected third parties (including TTS' related entities and affiliates) and their activities and events;
 - 4.6 for registration to the TTS Alumni and connection purposes between Alumni, for access by Alumni department and other Alumni as per their consent given at registration;
 - 4.7 sending of event updates and other communications to the Alumni;
 - 4.8 outreach and engagement in support of TTS, its mission and community, whether conducted by TTS, its related entities or appointees (including the fundraising activities of Tanglin Trust School Foundation Limited); and
 - 4.9 all other matters relating to the mission, function or operation of TTS as TTS may consider to be necessary or appropriate.
5. Personal Data provided to TTS will generally be kept confidential but you hereby consent and authorise us to provide or disclose your and/or your child's Personal Data for the purposes stated in clauses 3 and 4 above to the following persons:
- 5.1 any person to whom TTS is compelled or required to do so under law or in response to a request by a government agency;
 - 5.2 any person where public interest or our interests require disclosure;
 - 5.3 any third party service provider who provides administrative, telecommunications, computer, data storage, data processing or other services to TTS, whether in Singapore or overseas;
 - 5.4 any third party seeking academic references;
 - 5.5 such sub-contractors or third party service or product providers as TTS may determine to be necessary or appropriate, whether in Singapore or overseas;
 - 5.6 any person participating in outreach and engagement activities in support of TTS, its mission and community, whether conducted by TTS, its related entities, affiliates or appointees (including participants in fundraising activities of Tanglin Trust School Foundation Limited); and
 - 5.7 any other persons to support your child's enrolment and education with TTS as well as for the operation of TTS as TTS may consider to be necessary or appropriate.
6. You have the right to request access to and correction of information about you held by TTS and you may:
- 6.1 confirm whether TTS possesses or uses (within a year before the date of your request) your and/or your child's Personal Data;
 - 6.2 request that TTS corrects any error or omissions in your and/or your child's Personal Data;
 - 6.3 request that TTS makes information available about its policies and practices in relation to data protection;
 - 6.4 request that TTS makes information available about its processes to receive and respond to complaints that may arise with respect to data protection; and
 - 6.5 withdraw, in full or in part, your consent previously given to TTS. However, do note that withdrawal of consent may, in some instances, affect your or your child's enrolment prospects or ability to enjoy the benefits of your enrolment with us. Where applicable, TTS will inform you of the likely consequences of withdrawing your consent,

and TTS will, as soon as reasonably practicable, respond to your request. In some instances, we may require a minimal fee or deposit to cover the incremental costs related to the request by you.

7. Written requests relating to your Personal Data or TTS' policies, practices and processes in relation to data protection may be directed to:

TTS Data Protection Officer
Tanglin Trust School Ltd
Email: DataProtection@tts.edu.sg

By agreeing to this Personal Data Collection Statement, you confirm that, with effect from the date when you first provided any Personal Data to TTS:

- a) You have fully read and understood this Personal Data Collection Statement and the terms relating to the collection, use, disclosure and/or processing of your and/or your child's Personal Data by TTS and you consent to such collection, use, disclosure and/or processing of your and/or your child's Personal Data as described above;
- b) You confirm that you have the consent of any relevant next-of-kin and family members for the use of their Personal Data in accordance with the purposes and in a manner described above.