



Dulwich College (Singapore)

Personal Data Protection Policies and Procedures

June 2015

PERSONAL DATA PROTECTION POLICY

Respecting Your Privacy

The College respects the privacy of our students, parents, staff, community members and visitors to the College website or College campus.

In order for the College to deliver quality education and to run activities that will promote the College's ethos and philosophy, and further enhance the College's interaction with the local as well as international community, the College will need to collect certain personal data but will do so in compliance with the Personal Data Protection Act.

Purpose of Collection and Use

The College will collect, use and disclose personal data before, during or after a student's enrolment with the College, relating to the parents/guardians and the student including those personal data set out in the Student Contract and personal data provided in or along with the application form and such other personal data collected from time to time. The foregoing personal data are required to be collected and used solely for purposes of College operations and activities that directly or indirectly advance the educational and developmental potential of the student insofar as these are clearly within the curriculum for which the student is enrolled (whether relating to academic, co-curricular, cultural or sporting activities held in Singapore or elsewhere, and whether in conjunction with or organised by other Dulwich Colleges, affiliates of any Dulwich College, or other schools whether located in or outside of Singapore). This would include the disclosure of student academic records and references to the next education institution for the furtherance of the student's studies.

Personal data including photographs and videos relating to parents/guardians as well as the students are also required for the purposes of the College operations



and activities consistent with the ethos and philosophy of the College. The College's operations and activities may include the usage of the foregoing personal data for the purposes of academic public communication through the College's communication channels and management to inform on the intended curriculum or the school's academic, co-curricular, cultural and sporting events. The College will also require the foregoing personal data to facilitate communication for administration purposes. True to the College's vision, that is to inspire students to seize the possibilities of tomorrow through a family of the world's greatest schools, the College may use the personal data of the students to celebrate academic achievements, sporting and performing arts prowess and other co-curricular achievements subject to safeguarding protections.

Personal data may also be collected from members of the public in order to address queries relating to the College's educational offering, to allow members of the public to participate in the educational events and talks organised by the College, or co-curricular, cultural and sporting events, or maintain communication with members of the public who are interested to follow the news of the College.

Visitors to the College's office or campus would also be required to register certain personal data as part of the College's security measures and safeguarding obligations to ensure a safe and secure environment.

The College is a member of Dulwich College International (DCI), a family of schools whose mission is to create 'One College, Many Campuses' with campus locations spanning across many cities in Asia and in the UK. Members of the DCI family share best practices in teaching and learning, as well as organize inter-campus events and activities that serve to enhance the educational as well as co-curricular offering of the College. In order to facilitate these exchanges, the College will be required to disclose personal data to members of the DCI family.

There may be circumstances under which the College will be required by law, government authorities or the courts to disclose personal data.

This Personal Data Protection Policy supplements but does not supersede nor does it replace any consent given to the College in relation to the collection, disclosure and use of personal data.

Enquiries

The College may from time to time update this Personal Data Protection Policy in line with legal and practice developments. The College will publish up-to-date



Personal Data Protection Policy on its website.

The College is committed to protecting your personal data and maintaining a transparent process on its policies and procedures.

If you have any questions regarding the College's Personal Data Protection Policy, or would like to access or make corrections to your personal data records, or withdraw your consent to the College's use of your personal data, please contact the College's Data Protection Officer:

Email: dpo@dulwich-singapore.edu.sg
Address: Data Protection Officer
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Singapore 658966