

## Pasir Panjang Christ Church Data Protection Policy

1. We receive and store information about you which you provide to us, or which we collect from you such as your name, passport/identification details, postal address, e-mail address, telephone or mobile number. The Personal Data which we collect from you may be stored in electronic and/or in hard copy files.
2. You always have the option of not providing the Personal Data requested, or of withdrawing your consent to any or all use of your Personal Data in accordance with paragraph 6 below. You should also ensure that all Personal Data submitted to us is complete, accurate, true and correct. In the event your Personal Data becomes inaccurate because of modifications, it is your responsibility to update us.
3. We generally collect, use and process your Personal Data to welcome you to our church, for follow-up, provide you with more information about our services and activities, manage the administrative operations of the Church and such other related purposes.
4. We will take reasonable steps using administrative, technical and physical safeguards to protect your Personal Data against unauthorised access, modification, alteration, distortion, damage or disclosure. We may however be required to disclose your Personal Data subject to the provisions of any applicable law or orders issued by a court.
5. We will retain your information for as long as you are a member of PPCC, or if you are not a member, for a term which shall not exceed the time strictly necessary for the purposes which we have informed you.
6. In accordance with applicable law, you have a right to access, update, rectify and modify the Personal Data we have about you which is held by us. Please contact us at [ppccoffice@ppcc.org.sg](mailto:ppccoffice@ppcc.org.sg) or call 67758071 if you wish to access, update, rectify or modify your Personal Data, or withdraw your consent.
7. Please note that if your Personal Data has been provided to us by a third party, you should contact that organisation or individual to make such queries, complaints, and access and correction requests to us on your behalf.
8. PPCC may from time to time modify, update / change this Policy to ensure that this Policy is consistent with any changes in legal or regulatory requirements.
9. This Data Protection Policy shall be governed in all respects by the laws of Singapore.