

NOTES

The student club or council and its appointed Club/Council Information Officer must also adhere to the following Personal Data Protection Act(PDPA) requirements:

- The club/council is responsible for proper handling of all personal data that it comes into contact with.
- **Collection:** Only collect what is needed and not more. Inform the student of the reason for collecting the personal data and how it will be used.
- **Use:** Use personal data for its intended purpose. Seek consent again if you want to use personal data beyond original purpose.
- **Disclosure:** Do not disclose personal data to any third party without permission from the student. Preferably, only Club/Council Info Officer and his/her deputy should have access to the personal data. Take reasonable steps to prevent unauthorised access (e.g. do not leave personal data unattended or accessible in public domains e.g. Google Docs/Forms, Eventbrite).
- **Disposal:** Dispose/Delete personal data once it has served its intended purpose. Take reasonable steps to ensure that discarded personal data cannot be picked up or re-used by third party.
- **Do Not Call (DNC):** Telemarketing messages sent via telephone calls, SMS, fax and mobile phone messaging applications are not allowed.

Do take note of the following guiding principles as well:

- You are strongly encouraged to store members' personal information in a single database. If multiple copies are absolutely necessary, ensure that the data is kept secure. Try to keep the number of duplicate databases to the absolute minimum. Avoid storing the databases in thumb drives as these can get misplaced easily.
- If the personal information collected has served its purpose, the CIO must ensure that the data is deleted completely. The President of the club/council must consent and witness the deletion. Do ensure that all duplicates of databases are deleted as well.
- Do review your event registration process. During registration on the event day, avoid using the standard attendance taking list, as it has the potential to encourage unauthorized access to personal data. Do take the necessary precautions to ensure data security.
- Go through your current member personal information database, and remove all data of students who have since graduated. All clubs/councils **are not allowed** to keep personal data, email or contact numbers of club/council members who have graduated, unless explicit consent has been granted by them
- Third party databases or event management applications such as Google Docs/Forms, Eventbrite, etc are not to be used. This is due to the potential security breaches that may occur. Some databases may also use the personal data stored for their own business use. **We have introduced a platform using the LimeSurvey software which you can use for event registration.**

Use of LimeSurvey

If you wish to use the LimeSurvey, please observe the following steps:

- Contact your club advisor and provide the details in your registration form, eg. type of information you are collecting
- Your advisor will create a form in LimeSurvey and email you the active web link. This link can be used in your online marketing materials.
- LimeSurvey can provide users with an exported registration list (in Excel Format). Please work with your advisors when you wish to retrieve this list.

Withdrawal of Consent

- Provide avenues for withdrawal of consent, eg. unsubscribe from mailing list

Use the following statement:

If you wish to unsubscribe from our mailing list, please email your request to <Club/Council MyMail>. Please include the word “UNSUBSCRIBE” in the email header.

- Clubs/Councils must take the necessary action and respond to the requestor within 7 working days.

Standard PDPA Statement

I understand that by submitting this form, the information that I have provided will be used for registration purposes of the following event : **<insert event name>**

I also agree that this information may also be used for the purpose of student club/council recruitment and to inform me of upcoming activities organised by the relevant SIM student clubs/councils.

In addition, during the course of my participation at the stated event, I understand that my photograph(s) and/or video image(s) may be taken or recorded for news and publicity purposes.