



AECES

ASSOCIATION FOR EARLY CHILDHOOD EDUCATORS (SINGAPORE)

PERSONAL DATA PROTECTION POLICY

The Association for Early Childhood Educators (Singapore) - AECES is committed to protecting the rights and privacy of individuals in accordance with the Personal Data Protection Act 2012 (the “PDPA”). The purpose of this Data Protection Policy is designed to assist you in understanding how we collect, use and/ or disclose data you have provided to us, as well as to assist you in making an informed decision before providing us with any of your personal data.

1. Personal Data

“Personal Data” is defined under the PDPA as any data, whether true or not, about an individual who can be identified (a) from that data; or (b) from that data and other information to which we may have or are likely to have access to, including any data in our records which may be updated from time to time.

For the purpose of carrying on AECES’s programmes and services, you may be requested to provide personal data such as, but not limited to, the following, without which it may not be possible to satisfy your request:

- (a) Full name;
- (b) Residential Address;
- (c) Identity card number;
- (d) Passport number (for overseas trip);
- (e) Education History/Academic Records;
- (f) Contact details, including telephone number and email address;
- (g) Employment details/History;
- (h) Health Declaration and Clearance report.

2. Collection of Personal Data

We collect Personal Data in the following ways:

- (a) when you submit an application form to join the AECES;
- (b) when you request that we contact you;
- (c) when you ask to be included in an email or other mailing list;
- (d) when you respond to our request for additional personal data;
- (e) when you respond to our initiatives or promotions;
- (f) when you use our electronic services;
- (g) when you interact with us via our websites or use services on our websites;

- (h) when you participate in our programmes or services; or
- (i) when you submit your Personal Data to us for any other reason

By providing to us Personal Data relating to a third party (e.g. information of your spouse, dependent, children and/or parents, you represent and warrant that the consent of the third party has been obtained for the collection, use and disclosure of the Personal Data for the purposes listed above.

3. Use of Personal Data Collected

AECES uses and collects your Personal Data in accordance with the purpose for which it was collected and directly related purposes. This includes the following purposes:

- (a) To process any applications or requests for programmes or services;
- (b) To evaluate suitability for enrolling or employing to our programme or services;
- (c) To conduct identity checks or health clearance;
- (d) To provide you with the proper performance of service fees;
- (e) To manage the administrative and business operations of the Association and complying with internal policies and procedures;
- (f) To respond to your enquiries;
- (g) To obtain feedback from you;
- (h) To keep you updated about AECES activities;
- (i) To provide you with information and news on early childhood programmes;
- (j) To take photographs and/or videos during events or programmes organised by AECES or its collaborators of marketing/promotion/publicity and to be published at media platforms, public or otherwise
- (k) To comply with any applicable rules, law and regulations, code of practices or guidelines or to assist in law enforcement and investigations by relevant authorities; or
- (l) Any other purposes relating to any of the above.

4. Disclosure of Personal Data

Your Personal Data held by AECES will be kept confidential at all times. However, in order to carry out the purposes set forth above, AECES may share your Personal Data with any Government Agencies or collaborators of AECES. When doing so, we will require them to ensure that your Personal Data disclosed to them are kept confidential and secure. We wish to emphasise that we do not sell your personal data to any organisation.

5. Protection of your Personal Data

AECES maintains appropriate physical, technical and administrative measures to safeguard personal data against accidental or unlawful destruction, loss or alteration and against unauthorized disclosure or access.

6. Accuracy of your Personal Data

AECES takes reasonable measures to ensure your Personal Data remains accurate, complete and up-to-date. Please keep us informed when there are any updates to your Personal Data.

7. Withdrawal of Consent, ACCESS and Correction of your Personal Data

If you

- a) have queries on this Policy or any other queries in relating to your Personal Data;
- b) would like to withdraw your consent to any use of your Personal Data; or
- c) would like to obtain access and make corrections to your Personal Data records,

please contact AECES as follows:-

- For HR & FLAiR matters - Mr Simon Lee, HR & Adm Manager flair_recruit@aeces.org
- For Membership & Project Hand-in-Hand - Ms Alicia Chan info@aeces.org
- For Course/Workshop - Ms Janet Yong cpd@aeces.org

AECES retains the right to refuse access to opinion data kept for evaluation purposes.

8. Retention of Personal Data

AECES will retain your personal data only for as long as the purposes for which such data is collected or used continues, or where necessary for our legal or business purposes.

9. Change of Policy

AECES reserve the right to update and vary this policy from time to time. The updated or varied version will be posted on this page. We encourage you to review this page periodically for any updates or variations.