



Personal Data Protection Act (PDPA) Policy

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PDPA POLICY

HERITAGE ACADEMY PERSONAL DATA PROTECTION ACT (PDPA) POLICY

1. Introduction

Heritage Academy (the "Academy") is committed to protecting the personal data of our students, staff, and stakeholders in compliance with the Singapore Personal Data Protection Act (PDPA). This policy outlines our practices regarding the collection, use, disclosure, and care of personal data.

2. Definitions

Personal Data: Any information that can identify an individual, including but not limited to names, identification numbers, contact information, photographs, and academic records.

Collection: The gathering of personal data from various sources, including enrollment forms, surveys, and interactions with the Academy.

Use: The processing and utilization of personal data for academic, administrative, and other legitimate purposes as outlined in this policy.

Disclosure: The sharing of personal data with authorized third parties, such as educational partners, service providers, or government agencies, in accordance with the PDPA.

3. Collection, Use, and Disclosure of Personal Data

Collection: We collect personal data only for purposes directly related to the Academy's functions, such as providing educational services, evaluating student performance, administering scholarships, and ensuring the safety and well-being of our community.

Use: We use personal data for the purposes for which it was collected, and we will obtain consent for any new or secondary purposes, unless an exception under the PDPA applies.

Disclosure: We may disclose personal data to third parties only with consent or when required or authorized by law. We will ensure that any third-party recipients of personal data are obligated to protect it to a standard comparable to the PDPA.

4. Consent and Deemed Consent

Consent: We will obtain express consent for the collection, use, or disclosure of personal data, except where deemed consent applies.

Deemed Consent: We may rely on deemed consent in specific situations as outlined in the PDPA, such as when personal data is provided voluntarily for a clear purpose or when necessary for contractual obligations.

5. Exceptions to Consent

We may collect, use, or disclose personal data without consent in certain situations permitted by the PDPA, including:

Emergencies: To respond to threats to life, health, or safety.

Publicly Available Data: When personal data is already in the public domain.

Evaluative Purposes: For assessing student suitability for programs or scholarships.

Research: For research purposes with clear public benefit, subject to anonymization and safeguards.

Legitimate Interests: When the Academy's legitimate interests outweigh any adverse effect on the individual.

6. Rights of Individuals

Individuals have the right to:

Access: Request access to their personal data held by the Academy.

Correction: Request correction of inaccurate personal data.

Withdrawal of Consent: Withdraw consent for the collection, use, or disclosure of their personal data, subject to any legal or contractual restrictions.

7. Protection of Personal Data

We implement reasonable security measures to protect personal data from unauthorized access, disclosure, or misuse. These measures include:

Access Controls: Limiting access to personal data to authorized personnel only.

Data Encryption: Protecting data during transmission and storage.

Regular Security Reviews: Assessing and updating our security practices.

8. Retention Limitation

We will retain personal data only for as long as necessary to fulfill the purposes for which it was collected or as required by law.

9. Transfer Limitation

We will not transfer personal data outside of Singapore unless permitted by the PDPA and with appropriate safeguards in place.

10. Data Breach Notification

In the event of a data breach that is likely to result in significant harm, we will notify the Personal Data Protection Commission (PDPC) and affected individuals as required by the PDPA.

11. Do Not Call Provisions

We will comply with the Do Not Call (DNC) provisions of the PDPA when sending marketing messages to Singapore telephone numbers.

12. Contact Information

For any questions or concerns regarding this policy or our data protection practices, please contact our Data Protection Officer at contact@heritageacademy.edu.sg

13. Policy Review

This policy will be reviewed periodically to ensure its continued relevance and compliance with the PDPA.

By enrolling in or engaging with Heritage Academy, individuals acknowledge that they have read and understood this PDPA Policy.