



BinjaiTree Privacy Policy

Protecting your privacy is important to us at BinjaiTree. At all times we aim to preserve your privacy and safeguard any personal data you share with us. This policy explains how we hold and use your personal data and your rights and options in relation to it. Please read it carefully to understand how and why we use your personal data.

What is personal data?

In Singapore, the Personal Data Protection Act (Act No. 12 of 2012) (the “**PDPA**”) regulates the collection, use and disclosure of personal data. “**Personal data**” under the PDPA is any data, whether true or not, about an individual who can be identified from that data or from that data and other information which we have or are likely to have access to.

What is the legal basis for this policy?

The PDPA applies to all organisations and it requires them to put in place both practices and policies to meet data protection standards. This policy aims to inform you about how BinjaiTree complies with the PDPA. It also provides a set of steps that you may take to gain access to or make corrections about the personal data you provide to BinjaiTree.

When do we collect your personal data?

We collect personal data from you in a number of ways including:

1. **when you contact us by our website:** by filling in the web form and contacting us on our website
2. **when you email us your grant application:** by sending us an email detailing your grant application and supporting documents
3. **when you send in writing to us via post your grant application:** by writing to us via post detailing your grant application and supporting documents

4. **when you visit our website:** where we collect data from cookies and retain your IP address
5. **when a third party provides us with your personal data:** where a public agency or authority provides us with your personal data
6. **when you contact us directly:** where you interact with us directly by telephone or in person otherwise, to enquire about our activities, donations to our organisation or otherwise provide us with your personal data.

What personal data do we collect from you?

We may collect, store and use the following types of personal data:

1. Name, NRIC, passport or other unique identification data
2. Date of birth
3. Gender
4. Contact details: phone number, email address, mailing address
5. Education or occupation details

We may also create personal data about you, such as records of your communications and interactions with us

We request that the personal data you provide us with is accurate and is kept up to date. From time to time we may ask you to confirm the accuracy of your personal data.

How do we retain your personal data?

We store your data electronically in the cloud and in physical files at our office.

We have implemented physical and technical measures to protect your personal data from accidental or unlawful destruction, loss, alteration, unauthorised disclosure, unauthorised access, and other unlawful or unauthorised forms of processing.

Your personal data is only accessible by our team at BinjaiTree, and stored on secure email or locked in physical files.

However, the storage of data cannot always be completely secure. Although we will do our best to protect your personal data, we cannot categorically guarantee the security of the personal data provided to us.

Please ensure that any personal data that you send to us is sent securely. In some instances, we may obtain your personal data through payment systems when you make a donation to us.

How long do we retain your personal data?

We will only keep the data as long as is reasonable and necessary for the relevant activity, but in some cases we may need to retain your personal data to fulfil our legal, accounting or reporting requirements (for example relating to donations). The length of time may vary depending on the reasons we are processing the personal data and whether we have a legal or contractual obligation to keep it for a certain time.

Subject to the above personal data will typically be retained by us for 7 years after your last donation or interaction with us and we will then consider whether to retain further or not.

Once the retention period has expired, personal data will be confidentially disposed of or permanently deleted, although we will not totally delete a record of you (see below).

How will we use your personal data?

We may use your personal data for a number of reasons, including:

1. **Administrative matters:** we will communicate with you from time to time about administrative tasks. For example, we may reach out to you to gather more information on your grant application and or arrange a meeting with you.

Will we share your personal data?

We will not share your personal data with third parties without your prior consent, unless required by law.

Your rights

You have a number of rights in relation to our use of your personal data. These rights include:

1. **Objection:** you have the right to object to our use of your personal data
2. **Withdraw consent:** you have the right to withdraw your consent to our use of your personal data at any time
3. **Access:** you can ask for details of the personal data that we hold about you and can request a copy of that information
4. **Erasure:** in some cases, you can ask us to delete your personal data from our records or to anonymise it.
5. **Rectification:** if you believe our records about you are inaccurate, you have the right to ask us to update our records.

We may require proof of your identity before we can give effect to these rights. However, please note that we may refuse your request under certain circumstances as set out in the PDPA.

Changes to our Policy

We review our policy and may update it from time to time, so we recommend that you check it periodically. This policy was last updated on 25 April 2021.

Contact us

If you have any questions or concerns about this policy or about the way in which your personal data is being used please let us know by contacting us in the following ways:

Data Protection Officer – **Mr Nicholas Lee**
enquiries@binjaitree.org
Tel : 6339 2811