

PERSONAL DATA PROTECTION STATEMENT

We, at Stalford Academy, acknowledge and take our responsibilities under the Singapore Personal Data Protection Act 2012 ("PDPA") seriously. We shall ensure that the collection, use and disclosure of your personal data is in accordance with the PDPA. As such, this Personal Data Protection Statement is to assist you in understanding how we collect, use and/or disclose your personal data.

In general, subject to applicable exceptions permitted in the PDPA, before we collect any personal data from you, we will notify you of the purposes for which your personal data may be collected, used and/or disclosed, as well as obtain consent for the collection, use and/or disclosure of your personal data for the intended purpose.

The personal data that we collect from students and parents/guardians as consented to on the application forms may be collected, used and/or disclosed for the following purposes: course application and enrolment, student selection and admission, administering fee protection insurance and medical insurance, lesson delivery and attendance, assessment and examination, and contacting and updating you and your parents/guardians/next-of-kins with regards to the above administrative processes at Stalford Academy.

We may take your photographs and/or videos (whether by Stalford Academy staff or third party photographers and/or videographers) during events or activities organised by Stalford Academy for publicity purposes.

We may also be required to use your personal data for other purposes which we will notify you of in writing from time to time, but for which Stalford Academy will seek your separate consent.

Stalford Academy premises are protected by CCTV surveillance for the purpose of providing a safe and secure physical environment for our students and staff. We respect and protect your privacy, and will only use the CCTV video for investigative purposes, including possible fraud, misconduct, unlawful action, and suspicious or inappropriate activities.

If you, at any time, have any queries on our PDPA policy or any other queries in relation to how we may manage, protect and/or process your personal data, please do not hesitate to contact our Data Protection Officer ("DPO") at telephone [+65 6222 3233] or email [dpo@stalford.edu.sg].

Yours sincerely,

Stalford Academy
2 July 2014