



Singapore Hockey Federation

In this Personal Data Privacy Statement and Notice, the words “Federation”, “SHF”, “we” and “us” refer to the Singapore Hockey Federation. It is located 57 Anchorvale Road, #02-08, Seng Kang Recreation Centre Singapore 544964.

Background

In view of the enactment of the Personal Data Protection Act (PDPA) effective from 2 July 2014, SHF is seeking your acknowledgment and agreement to the terms and conditions in relation to collection, use, disclose and/or process your personal data in dealings with SHF.

Personal data means information about you, whether true or not, set out in your applications and documents and any other personal information provided by you and processed by us. Some examples are, but not limited to, name, age, citizenship, identification number, academic status and results, sport achievements, medical and disability information, residential address, mobile and residential telephone number, personal email address, bank account, photograph or video image and etc.

Purpose

The SHF will/may collect, use, disclose and/or process your personal data for one or more of the following purposes:

- (a) Processing your application, registration or event sign-up with us;
- (b) Supporting and/or dealing with your works, trainings, competitions, health, medical needs, safety and welfare requirements such as but not limited to student support services, counseling, careers advices and health services;
- (c) Administering and/or managing activities organized and/or held by SHF. Please do note that photographs(s) or video images of you may be taken during such activities and used, disclosed, processed and published in materials such as newsletters or other publications, yearbooks or any materials/books and you agree to the same;
- (d) Administering and/or managing the use of facilities including but not limited to your accommodation needs, provision of Information Technology services and , training and recreation facilities;
- (e) Displaying data you have previously supplied to us and or Government agencies to speed up transactions and avoid the need for re-submissions;



- (f) Contacting you via different modes such as phone/voice call, short text message, email and/or postal mail for SHF related matters such as but not limited to SHF's events, studies, training and competition arrangement, fees and boarding and communicating with you in the event of public transport disruptions, emergencies or other extraneous circumstances such as national disasters, health pandemics, fire drills, evacuation drills and etc.
- (g) Carrying out background checks, investigation and screen activities in accordance with legal or regulatory obligations that may be required by the Singapore law or that may have been put in place by us;
- (h) Dealing with complaints related matters;
- (i) Conducting disciplinary and security matters and/or arrangements. Please be informed there are surveillance cameras installed in SHF for security reasons and you acknowledge that your personal data will be collected by such cameras and processed by us consequently for the legitimate intends;
- (j) Producing statistics and research for internal and/or statutory reporting and/or record keeping requirements and performing SHF policy/process reviews;
- (k) Carrying out research, analysis and development activities, including but not limited to data analytics, surveys and/or profiling to improve any of the SHF's programs;
- (l) Responding to requests for information from local hospitals, embassies, public agencies, ministries, statutory boards or similar authorities.
- (m) Complying with any government or regulatory requirements of any relevant jurisdiction to make disclosure;
- (n) Conducting publicity and/or the development of promotional materials to showcase and market your achievements as an affiliate of SHF, publishing your image and/or personal data on public media platforms. You hereby grant SHF permissions to use your name, photograph, video images, personal story and information you provide to SHF in the Federation's promotional materials, website and social media platforms; and
- (o) To contact you for fund raising activities for SHF selected causes by various modes of communication platforms including but not limited to phone/voice call, short text message, email, social media and/or postal mail.



Acknowledgement and Consent

We do not collect your personal data unless (a) it is provided to us voluntarily by you directly or via a third party such as your manager or convenor who has been duly authorised by you to disclose your personal data to us (your “authorised representative”) after (i) you (or your authorised representative) have been notified of the purposes for which the data is collected, and (ii) you (or your authorised representative) have provided written consent to the collection and usage of your personal data for those purposes, or (b) collection and use of personal data without consent is permitted or required by the PDPA or other laws. We shall seek your consent before collecting any additional personal data and before using your personal data for a purpose which has not been notified to you (except where permitted or authorised by law).

Accuracy of Personal Data

We generally rely on personal data provided by you (or your authorised representative). In order to ensure that your personal data is current, complete and accurate, please update us if there are changes to your personal data by informing our Data Protection Officer in writing or via email at the contact details provided below.

Disclosure to 3rd parties

The Federation may be required to disclose your data to third parties which would be processing your personal data for one or more above purposes. These third parties include but are not limited to the following:

- (a) Organizations such as but not limited to SportsSG with which we are collaborating for one or more of the abovementioned purposes;
- (b) Individuals, Organizations and/or any government authority who have provided you with scholarships, financial assistance, awards, medals or prizes during the period of your engagement with SHF;
- (c) Any service providers engaged by the Federation who process your personal data on behalf of the Federation including but not limited to hospitals, medical centre(s) and those which supply administrative services to the Federation such as manufactures of award medals, plaques, trophies, information technology companies and printers of the Federation publications; and
- (d) Organizations and/or educational institutions which are involved in exchange programmes with us



We may/would not be able to process your application or event sign-ups with us whether they are from us or external organizations should you fail to supply us, use, process and/or disclose certain personal data. Likewise, the Federation may/would not be able to effectively administer our relationship with you.

The SHF will not disclose any personal data to a greater extent than necessary, which we determine in good faith.

Transfer of data outside of Singapore

We generally do not transfer your personal data to countries outside of Singapore. However, if we do so, we will obtain your consent for the transfer to be made and we will take steps to ensure that your personal data continues to receive a standard of protection that is at least comparable to that provided under the PDPA.

Retention of Personal Data

We may retain your personal data for as long as it is necessary to fulfil the purpose for which it was collected, or as required or permitted by applicable laws.

We will cease to retain your personal data, or remove the means by which the data can be associated with you, as soon as it is reasonable to assume that such retention no longer serves the purpose for which the personal data was collected, and is no longer necessary for legal or business purposes.

Withdrawal of Consent

You have the right to withdraw your consent given, whether in part or as a whole. Depending on the degree of your withdrawal of consent for us to collect, use, disclose and/or process your personal data, we may not be able to administer process and/or manage your existing relationship with us. Should you wish to withdraw your consent in part or whole, please send an email to our Data Protection Officer at gm@singaporehockey.org and provide details of your withdrawal request.

Access, Update and Correction

You have the right to request access to, update and/or correct your personal data held by us. If you wish to do so, please contact our Data Protection Officer at gm@singaporehockey.org and provide details of your access, update and/or correction request.



Personal Data Security

To safeguard the security of your personal data, SHF deploys appropriate security technologies to protect data storage and transmission.

Data Protection Officer

If you have any questions relating to our collection, use, disclosure and/or process of your personal data or the matters set out in this document, please contact our Data Protection Officer whose particulars are set out below:

Name: Derek Chong

Email : gm@singaporehockey.org

Contact Number: 64793466

Disposal Policy

Personal data stored on paper shall be disposed off by incineration or shredding.

When outsourcing disposal of physical medium containing personal data, a certificate of destruction in accordance with the PDPA must be obtained and retained for inspection by auditors.

EFFECT OF NOTICE AND CHANGES TO NOTICE

This Statement and Notice applies in conjunction with any other notices, contractual clauses, registration forms, entry forms and consent clauses that apply in relation to the collection, use and disclosure of your personal data by us.

We may revise this Statement and Notice from time to time without any prior notice. You may determine if any such revision has taken place by referring to the date on which this Notice was last updated. Your continued use of our services, participation in our events, courses and competitions constitutes your acknowledgement and acceptance of such changes.

Effective date: 24 February 2022

Last Updated: 24 February 2022