



Personal Data Protection Act – LSK's Personal Data Protection Policy – As of 22 Aug 2020

Living Sanctuary Kindergarten (LSK) respects the privacy of your personal data and is committed to safeguarding it. We have drawn up a Privacy Policy for you to read and do the necessary. This exercise is done in compliance with the Singapore Personal Data Protection Act 2012 (PDPA). It is important that you read the Privacy Policy and are aware of our purposes for collecting, using and disclosing your personal data.

This policy supplements but does not supersede nor replace any other consent which you may have previously provided us with respect to your Personal Data.

From time to time, as you communicate with us, sign up for any products or services offered by us or visit our website, your personal data would be captured. With the signing of this document, you are agreeing and giving consent to us for collecting, using and disclosing your personal data within the boundaries stated in the policy.

1. Collection of Personal Data

In this Privacy Policy, "Personal Data" refers to data or information about you from which you can be identified, i.e. name, identification numbers, contact details, mailing address, medical information, photo images, video recordings, payment information or any other information relating to you, which you have provided us in any form through our interaction / communication channels or forms.

2. Purpose of Personal Data Collected

LSK is currently using and will continue to use your Personal Data for any purpose not prohibited by law. These include the following:

- Administration, audit and emergency purposes;
- Processing any application or request for new services;
- Daily operation of the services;
- Revenue collection or debt recovery;
- Maintaining students' records;
- Updating parent(s) on our services;
- Responding to your enquiries as our customers;
- Obtaining feedback from you as our customers;
- Complying with any law or for meeting the requirements of any regulatory authority.



LIVING SANCTUARY KINDERGARTEN PTE. LTD.

2 Hougang Street 22 Bethesda Ground Singapore 538728 T: 62833373 E: lskadmin@lsbc.org.sg
CO./GST REG No: 201225069D



In addition to the above, we may take photographs and/or videos (whether by our staff or third party photographers/videographers) during regular school activities or any events organized by us and use them as part of our documentation of children's learning (eg. portfolio) and in our publications, promotional materials, online portals and website. By enrolling your children in our Kindergarten and/or participating in our activities /events, you are deemed to have given permission for the collection and use of such materials.

3. Disclosure of Personal Data

Your Personal Data will be kept confidential, except disclosure to the following parties to satisfy the purpose for which the data was collected:

- Any associated organisations of LSK;
- Any person or company who is acting for or on behalf of LSK, or jointly with LSK, in respect of the purpose or a directly related purpose for which the data was provided;
- Any financial institutions or collection agencies necessary to establish and support the payment of any services being requested;
- Any government or regulatory authority.

4. Withdrawal or Change of Consent

You may withdraw your consent for us to collect, use, disclose and retain your personal data by notifying us in writing or contacting us at lskadmin@lsbc.org.sg. If you do so, you agree that we may not be in a position to continue providing selected services to you.

5. Protection of Personal Data

We take reasonable steps to protect your Personal Data with us to prevent unauthorized access, collection, use, disclosure and copying. Notwithstanding the above, you acknowledge that no data transmission over the internet is completely secure and you are transmitting Personal Data over the internet at your own risk.

6. Retention of Personal Data

LSK will retain your personal data only for as long as the purposes for which the data is collected or used (as notified by you). Thereafter, LSK will delete or destroy the personal data, or remove the means by which the data can be associated with you.



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7. Changes to Policy

We may make modifications or changes to this Privacy Policy at any time to ensure consistency with changes in legal or regulatory requirements. If we make any substantial changes, we will post a notice on our web page (www.lsb.org.sg). We encourage you to periodically review our web site for such changes.

8. Contact Us

For clarification regarding this Privacy Policy, please contact us at lskadmin@lsbc.org.sg

9. Written Consent

For documentation purposes, we will need your written acknowledgement and consent with regards to LSK's Personal Data Privacy Policy. Please fill up the attached form and submit it to Ms Helen Chua upon registration.



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