



## Dynamics International School Pte Ltd

583 Orchard Road #13-03 Forum The Shopping Mall Singapore 238884

Tel: 6100 9235 | Fax: 6234 1956

Email: inquiry@dynamics.com.sg | Website: www.dynamics.school

### **Personal Data Protection Act (PDPA) Consent Form**

You agree that, ***Dynamics International School Pte Ltd, Edunamics Pte Ltd, and companies affiliated to Dynamics Therapy Centre Pte Ltd***, may collect, use and disclose your personal data, which you have provided in the registration form, in accordance with the Personal Data Protection Act 2012, for

1. Processing of registration and enrolment process in the program;
2. Educational and student care purposes;
3. Other purposes as stated in DYNAMICS INTERNATIONAL SCHOOL Data Protection Policy; and
4. Providing marketing material that you have agreed to receive.

Please tick the relevant boxes below if you agree to receive the following:

- Our organisation's monthly Newsletter (sent by us via email)
- Information sent by our organisation about our organisation's products and services, including updates on our latest promotions and new products and services, via the following channels:  Email  Phone Call
- Information sent by our organisation on selected third parties' products and services, such as updates on their latest promotions and their new products and services, via the following channels:  Email  Phone Call

Please read our data protection policy, including how you may access and correct your personal data or withdraw consent to the collection, use or disclosure of your personal data.

Name:

Signature:

Date:



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# **Dynamics International School Data Protection Policy**

This Data Protection Policy outlines the management of Personal Data in accordance with the Personal Data Protection Act ("PDPA").

This policy seeks the understanding for the purposes for which DYNAMICS INTERNATIONAL SCHOOL collects, uses and/or discloses Personal Data. This policy states the agreement and consent given to DYNAMICS INTERNATIONAL SCHOOL as well as authorised service providers and relevant third parties collecting, using, disclosing and/or sharing Personal Data as stated in this Data Protection Policy.

DYNAMICS INTERNATIONAL SCHOOL may update this Policy to ensure that it is consistent with any changes in legal or regulatory requirements. If any change is made, it will be published at DYNAMICS INTERNATIONAL SCHOOL website [www.dynamics.school](http://www.dynamics.school).

## **1. Personal Data**

In this Data Protection Policy, "Personal Data" refers to any data or information from which a person can be identified either (a) from that data; or (b) from that data and other information to which the centre has or is likely to have access. Examples of such Personal Data include Full name, NRIC Number or FIN (Foreign Identification Number), Passport number, Photograph or video image of an individual, Mobile telephone number, Personal email address, Thumbprint, DNA profile and any other information relating to the person that has been provided to the centre in one form or another.

## **2. Collection of Personal Data**

DYNAMICS INTERNATIONAL SCHOOL may collect Personal Data as follows:

- (a) Through an application to join the centre for work or study;
- (b) Through an application to be a service provider to the centre;
- (c) Through the interaction with DYNAMICS INTERNATIONAL SCHOOL staff for official purposes;
- (d) When responding to a request for additional Personal Data;
- (e) When Personal Data is submitted to the centre for any other reason.

## **3. Purposes for the Collection, Use and Disclosure of Personal Data**

DYNAMICS INTERNATIONAL SCHOOL may collect, use and/or disclose Personal Data as follows:

- (a) Evaluative purposes;
- (b) Educational and student care purposes;



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- (c) Administration purposes;
- (d) Verification and update purposes
- (e) Conducting research for statistical profiling and other purposes to review, develop and improve the services of the centre
- (f) Conducting financial reporting and analysis related to the centre operations;
- (g) Managing the centre infrastructure and business operations and complying with internal policies and procedures;
- (h) archival of documents and records ;
- (i) Managing and terminating an employment relationship.
- (j) Security purposes
- (k) Any other purposes which the centre may notify you of at the time of obtaining your consent.

#### **4. Disclosure of Personal Data**

Personal Data will be protected and kept confidential but, this is subject to the provisions of any applicable law. DYNAMICS INTERNATIONAL SCHOOL will not disclose your personal data to third parties without first obtaining your consent permitting to do so. However, please note that DYNAMICS INTERNATIONAL SCHOOL may disclose your personal data to third parties without first obtaining your consent in certain situations where such disclosure without your consent is permitted by the PDPA or by law. For more information on the exceptions, you are encouraged to peruse the Second, Third and Fourth Schedules of the PDPA which is publicly available at <http://statutes.agc.gov.sg>.

#### **5. Administration and Management of Personal Data**

DYNAMICS INTERNATIONAL SCHOOL will take reasonable effort to ensure that your personal data is accurate and complete. However, you must also update DYNAMICS INTERNATIONAL SCHOOL of any changes in your personal data that you had initially provided. DYNAMICS INTERNATIONAL SCHOOL will not be responsible for relying on inaccurate or incomplete personal data arising from you not updating DYNAMICS INTERNATIONAL SCHOOL of any changes in your personal data that you had initially provided.

DYNAMICS INTERNATIONAL SCHOOL will also put in place reasonable security arrangements to ensure that your personal data is adequately protected and secured. Appropriate security arrangements will be taken to prevent any unauthorised access, collection, use, disclosure, copying, modification, leakage, loss, damage and/or alteration of your personal data. However, DYNAMICS INTERNATIONAL SCHOOL cannot assume responsibility for any unauthorised use of your personal data by third parties which are wholly attributable to factors beyond DYNAMICS INTERNATIONAL SCHOOL's control.

DYNAMICS INTERNATIONAL SCHOOL retain personal data in accordance with legal, regulatory, business and operational obligations. When DYNAMICS INTERNATIONAL SCHOOL cease retention, the personal data will be disposed of in an appropriate manner.



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### **6. Withdrawal of Consent**

Withdrawal of consent for the collection, use and/or disclosure of personal data in DYNAMICS INTERNATIONAL SCHOOL's possession can be made in person at the DYNAMICS INTERNATIONAL SCHOOL office, by telephone or by email to the DYNAMICS INTERNATIONAL SCHOOL Admin at [admin@dynamics.com.sg](mailto:admin@dynamics.com.sg).

From such a request for withdrawal of consent being made, DYNAMICS INTERNATIONAL SCHOOL will process the request and thereafter not collect, use and/or disclose your personal data in the manner stated in your request. Please note that with the withdrawal of consent to any or all use or disclosure of personal data, depending on the nature of the request, DYNAMICS INTERNATIONAL SCHOOL may not be in a position to continue to provide the services or administer any contractual relationship that is in place. Such withdrawal may also result in the termination of any agreement with DYNAMICS INTERNATIONAL SCHOOL. DYNAMICS INTERNATIONAL SCHOOL's legal rights and remedies are expressly reserved in such a case.

### **7. Access and Correction of Personal Data**

Request can be made to have access to or make corrections to Personal Data records, but DYNAMICS INTERNATIONAL SCHOOL has the right to charge a reasonable fee for processing such a request. Such request can be submitted in person at the DYNAMICS INTERNATIONAL SCHOOL office, by telephone or by email to DYNAMICS INTERNATIONAL SCHOOL Admin at [admin@dynamics.com.sg](mailto:admin@dynamics.com.sg).

### **8. Contacting DYNAMICS INTERNATIONAL SCHOOL**

For any question or complaint relating to the use or disclosure of Personal Data, or if more information about DYNAMICS INTERNATIONAL SCHOOL data protection practices is needed, please contact DYNAMICS INTERNATIONAL SCHOOL Data Protection Officer in person at the DYNAMICS INTERNATIONAL SCHOOL office, by telephone or by email to DYNAMICS INTERNATIONAL SCHOOL Admin at [admin@dynamics.com.sg](mailto:admin@dynamics.com.sg).

