



DATA PROTECTION NOTICE

Respecting your confidentiality and safeguarding your personal data is our priority!

At Good Shepherd Preschool (GSP), we respect the confidentiality and recognise the importance of protecting your personal data as our priority.

We are committed to implementing policies, practices and processes to safeguard the collection, use and disclosure of the personal data you provide us in the course of providing our services, in compliance with the Singapore Personal Data Protection Act (PDPA) 2012.

1. Introduction

We have developed this Data Protection Notice to assist you in understanding how we collect, use, disclose, process, protect and retain your personal data that is in our possession.

2. How We Collect Your Personal Data

Personal data refers to any information that can uniquely identify an individual person either (a) on its own (e.g., NRIC No., FIN No.), or (b) when combined with other information (e.g., Full Name + Full Address).

In the course of providing our services to you, we collect your personal data which you provide on a voluntary basis:

- Registering your interest to enrol your child at one of our Preschools
- Submitting your application to ECDA for subsidy approval
- Confirming your child's enrolment at one of our Preschools
- When referred by ECDA to contact you for student enrolment at one of our Preschools
- Invoicing student fees monthly
- Administering any student refund fees due to you
- Request us to manage any food and medication for your child



- When you, or any person authorised by you, to take your child home at our Centres
- Participate in any commercial or external events or programs organised for your child
- Enter our physical premises and your contact information is required for registration, safety and security purposes
- Are within our premises and your images are being captured via CCTV
- Provide us with goods and services as our service providers
- Provide feedback to us on our services or quality of service
- Communicate with us via calls, emails or written correspondences
- As a job applicant, submit your CV and job application form to us in response to our recruitment advertisements, through recruitment firms or job portals

Except for instances when mandatory collection, use and disclosure of personal data without consent is permitted or required by the PDPA or other laws such as –

Regulatory Authorities e.g. ECDA (Early Childhood Development Agency), Ministry of Education (MOE) and Ministry of Social and Family Development (MSF)

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).

3. Types of Personal Data We Collect About You

The types of personal data we collect about you include:

- Student/Parents/Guardians personal details (Name, Address, NRIC No, Birth certificate, Contact no, Email address, etc.)
- Student's preferences (likes, dislikes, favourite food) and medical information (such as allergies, medical conditions, prescriptions, medical and family history)
- Financial information (such as credit card details, bank account details)
- Photos and Images (such as those captured on our CCTV cameras and those required for medical purposes)



- Visitors personal contact information (such as Name, Residential Address, Phone/Mobile no., email address)
- Job Applicant data (such as educational and professional qualifications as well as work experience)
- Biometric data (e.g. facial recognition)

4. How We Use Your Personal Data

We use the personal data you and/or your company provide us for one or more of the following purposes:

- Processing student registration/enrolment into our Preschools
- Process billing, payment refunds and other credit-related activities
- Process payment for services, purchases and transactions
- Processing and administering student awards
- Conducting direct activities and joint programs with other service providers
- Enhancing experience and improving our services
- Managing food and medication administration
- Managing student/clients care and account
- Processing job applications, recruitment and selection
- Communicating with students/parents/guardians/clients/ caregiver & visitors
- Notifying parents/guardians/clients/caregiver about services and special events and programmes
- Responding to inquiries and feedback to improve our quality of service
- Monitoring the movement of visitors to our physical premises
- Carrying out our obligations arising from any contracts entered into between you and us
- Complying with legal obligations and regulatory requirements

5. Who We Disclose Your Personal Data To

We may disclose some of the personal data you provide us to the following entities or organisations outside the Organisation in order to fulfil our services to you:



- Regulatory Authorities e.g. ECDA (Early Childhood Development Agency) and government agencies
- IT/Technical Support, IT Service Providers
- Insurance Companies
- Banks, Payment Card Processing Companies and other Financial Institutions
- Data Processing and Hosting Companies such as IT Service Providers, Webhosting Companies and Cloud Service Providers
- Providers of Professional Services such as Auditors, Lawyers, Consultants
- Recruitment and Employment Agencies
- Providers of Goods or Services such as Freight and Courier Services, Warehouse Services

Where required to do so by law, we may disclose personal data about you to the relevant authorities or to law enforcement agencies.

6. How We Manage the Collection, Use and Disclosure of Your Personal Data

6.1 Obtaining Consent

We only collect, use and disclose personal data with your consent or deemed consent or as otherwise permitted under the Personal Data Protection Act 2012(PDPA) or other applicable laws and regulations.

We will not collect more personal data than is necessary for the stated purpose. We will seek fresh consent from you if the original purpose for the collection, use or disclosure of your personal data has changed.

In order to provide you with the best service, we need to process certain personal data about you. We will only ask for and use information that we genuinely need to provide you with the best possible service. You can refuse to provide us with your personal data. However, if you do not give us certain information, we may not be able to provide our services to you.

Legitimate Interests: We may rely on the legitimate interest's exception to consent in the following circumstances which are our organisation's lawful



interests. When we rely on this exception, we conduct an assessment as required under law and will provide such documented assessments to PDPC upon their request. We will assess the likely adverse effects on the individual and determine that the legitimate interests outweigh any adverse effect.

6.2 Withdrawal of Consent

If you wish to withdraw consent, you should give us reasonable advance notice. We will advise you of the likely consequences of your withdrawal of consent, e.g., without your personal contact information, we may not be able to provide our services to you.

In the event that you wish to withdraw consent to our use of your personal data, please drop us an email at dpo@goodshepherdmarymount.edu.sg with the subject title "Withdrawal of Consent Request", stating the following details:

1. Your full name;
2. Your email address; and
3. Your reason or withdrawing consent

7. How We Ensure the Accuracy of Your Personal Data

We will take reasonable steps to ensure that the personal data we collect about you is accurate, complete and kept up-to-date.

From time to time, we may do a data verification exercise for you to update us on any changes to the personal data we hold about you. If we are in an ongoing relationship with you, it is important that you update us of any changes to your personal data (such as a change in your mailing address).

8. How We Protect Your Personal Data

We have implemented appropriate information security and technical measures (such as data encryption, firewalls and secure network protocols) to protect the personal data we hold about you against loss; misuse; destruction; unauthorised alteration/modification, access, disclosure; or similar risks.

We have also put in place reasonable and appropriate organisational measures to maintain the confidentiality and integrity of your personal data



and will only share your data with authorised persons on a 'need to know' basis.

You should be aware, however, that no method of transmission over the Internet or method of electronic storage is completely secure. While security cannot be guaranteed, we strive to protect the security of your information and are constantly reviewing and enhancing our information security measures.

9. How We Retain Your Personal Data

We have a document retention policy that keeps track of the retention schedules of the personal data you provide us, in paper or electronic forms. We will not retain any of your personal data when it is no longer needed for any business or legal purposes.

We will dispose of or destroy such documents containing your personal data in a proper and secure manner when the retention limit is reached.

10. How You Can Access and Make Correction to Your Personal Data

You may write to us to find out what personal data about you that we have in our possession or under our control and how it may have been used and/or disclosed by us in the previous one year. Before we accede to your request, we may need to verify your identity by checking your NRIC or other legal identification document. We will respond to your request as soon as possible, or within 30 days from the date we receive your request. If we are unable to do so within the 30 days, we will let you know and give you an estimate of how much longer we require. We may also charge you a reasonable fee for the cost involved in processing your access request.

If you find that the personal data, we hold about you is inaccurate, incomplete or not up-to-date, you may ask us to correct the data. Where we are satisfied on reasonable grounds that a correction should be made, we will correct the data as soon as possible, or within 30 days from the date we receive your request.



Should you have any queries regarding access or correction to your personal data about you, please email us at: dpo@goodshepherdmarymount.edu.sg with the subject title “Access Request” or “Correction Request”, stating the following details:

1. Your full name and contact information;
2. The nature of your Access or Correction Request; and
3. The reason for your request

11. How We Transfer Your Personal Data

If there is a need for us to transfer your personal data to another organisation outside of Singapore, we will ensure that the standard of data protection in the recipient country is comparable to that of Singapore’s PDPA.

If this is not so, we will enter into a contractual agreement with the receiving party to accord similar levels of data protection as that in Singapore.

12. Contacting Us

If you have any query or feedback regarding this Data Protection Notice, or any complaint you have relating to how we manage your personal data, please email us at: dpo@goodshepherdmarymount.edu.sg with the subject title “Data Protection Query” or “Data Protection Feedback”, stating the following details:

1. Your full name and contact information; and
2. Brief description of the nature of your query or feedback.

We treat such queries and feedback seriously and will deal with them confidentially and within reasonable time.

13 Changes to this Data Protection Notice

This Notice applies in conjunction with other policies, notices, contractual clauses and consent clauses that apply in relation to the collection, use and disclosure of your personal data to us.



We may update this Data Protection Notice from time to time. We will notify you of any changes by posting the latest Notice on our website. Please visit our website periodically to note any changes.

Changes to this Notice take effect when they are posted on our website.

Effective: 8 July 2026