

Singapore Computer Society Personal Data Protection Policy

Updated: March 2014

The purpose of this Personal Data Protection Policy (hereinafter referred to as "Policy") is to inform you of the measures we take to protect your personal information and the ways in which we collect, use, disclose and retain member information in order to operate SCS' activities and operations. Our Policy is designed to meet the requirements of Singapore's personal data protection laws and we are constantly reviewing our practices and procedures herein and taking into account feedback from our members to improve them.

Application of Policy

When you become an SCS Member, you agree to the terms of this Policy as updated from time to time. SCS reserves the right, at our sole discretion, to change, modify, add, or remove portions of this Policy at any time and it is recommended that you visit the SCS website from time to time to review the terms and conditions of this Policy that are applicable to you.

Our Policy applies to all SCS members and all participants of SCS activities and programmes and to all our suppliers, service providers, contractors, associates and affiliates.

Types of personal information collected

Our Policy applies to personal information that SCS collects, uses and discloses in order to operate SCS' activities or to enable you to access our website and online service portals. Personal information is any information that can identify an individual or information about an identifiable individual, such as a member's home address, telephone number, or a member's transaction activity in relation to SCS activities. When a member registers for an SCS event, we collect identifying information, such as (but not limited to) the member's name, member's number, address, telephone number, email address, NRIC number, age, employer details, nationality and race.

To process payments, a member may provide us with their credit card number and expiry date. When a member enrolls for membership, we are required to collect information such as the member's date of birth, nationality, qualification received, description of job roles and responsibilities, employment history.

This Policy does not apply to aggregated information which summarizes statistical information about groups of members, and which does not include name, contact information, or any other information that would allow any particular individual to be identified.

How we collect your personal information

Much of the personal information we collect comes from you, such as when you apply for membership or enroll in SCS' activities. We may also collect personal information through SCS' social media pages, surveys and contests and from our partners when you transact with them. On occasion we may obtain member's personal information from publicly available sources and from the public domain.

How our websites and online portals collect your information

If you are only browsing the website of the SCS, we do not capture data that allows us to identify you individually.

We collect personal information, unless such is prohibited by legislation, when you contact us, register with us or when you require our services. In such situations, you may be required to

enter personally identifiable information (such as your email address, your IP address, name, designation, home and work addresses, or contact telephone numbers). This is so that we may serve you in a more efficient and effective way and to ensure that we are serving a member in current good standing with us.

If you send the SCS an electronic mail or communicate with us through the SCS Website or in any other way and provide us personally identifiable information, we may retain such personally identifiable information and use it to contact you and to send you information.

For your convenience, we may display to you data you had previously supplied us. This will speed up the transaction and save you the trouble of repeating previous submissions. Should the data be out-of-date, please supply us the latest data. We may also contact you from time to time to obtain your latest data for the purpose of serving you more efficiently and effectively.

Please keep in mind that whenever you voluntarily disclose personal data online – for example on message boards, through e-mails, or in chat areas – that information can be collected and used by others. By posting personal data online that is publicly accessible, you may receive unsolicited messages from other parties in return.

Our website may contain links to other independently-managed websites within the SCS network and to some sites outside the “scs.org.sg” domain whose personal data protection and privacy practices may differ from ours. We are not responsible for the content and privacy practices of these other websites and encourage you to consult the personal data protection or privacy notices of those sites.

By using and accessing the applications and services available via the SCS website, you signify your agreement to the terms of this Personal Data Protection Policy as amended from time to time. If you do not agree to these, please do not use our website.

Use of your personal information

We use your personal information to administer SCS’ activities, to evaluate and improve our services and to enhance your experience, including sending you information on SCS and SCS-supported news, announcements, activities, promotions, products and services, events, sponsorship opportunities, surveys and other information we feel might be of interest to you. Where we have a valid email address from you, we will generally communicate with you by email

We will not collect, use or disclose personal information for other purposes without obtaining your further consent, except where authorized or required by law or the courts.

Sharing and disclosure of your personal information

SCS may share your personal information in order to administer your membership, to develop and promote SCS’ services, to improve our services to you and to enable our service providers to complete their services to us and to you.

SCS may share your personal information with selected partners, if necessary and they are contractually obligated to maintain confidentiality, safeguard all information provided to them, and use the information disclosed to them only for SCS-approved reasons.

When you use our websites, we may (like many other websites) automatically receive general information that is contained in our server log files such as your IP address and cookie information. In the event that we do share such collected information in accordance with this Personal Data Protection Policy, the disclosure will be limited to only aggregated information which will not personally identify you. Recipients of such information will also be restricted to using the information for the purpose for which it was disclosed and for no other unauthorized purposes.

Protection and retention of your personal information

Your personal information will only be collected, used and disclosed, and will only be retained as long as required to fulfill the purposes for which it was collected, or as may be required by law.

When no longer required, personal information is destroyed, anonymized, pseudonymised or disposed. When a member's account has been inactive for seven (7) years, all personally identifiable information is destroyed.

We have put in place reasonably adequate safeguards to protect information that we have collected about you. We limit access to personal information about you to employees whom we reasonably believe need to have access to in order to do their jobs.

Withdrawing consent

The collection and handling of certain personal information is necessary to maintain your membership. You may, however, opt out of the collection and/or handling of your personal information for other purposes — including opting out of receiving marketing and promotional material from SCS and its partners — by modifying your communication preferences (to receive or not to receive offers). You can do so at any time by choosing to unsubscribe from electronically-received publications, contacting us in person at the address below by emailing us at scs.secretariat@scs.org.sg, or by writing to the address below. If you opt out as mentioned above, you will no longer receive any communications from SCS in relation to these marketing and promotional offers but you will continue to receive communications from the SCS for all members' meetings, annual reports and communications connected to your membership obligations and rights.

Under the law you may withdraw all your personal information, subject to certain legal and contractual restrictions and reasonable notice, but you should be aware that if you do so, we will no longer be able to maintain and service your membership and will have to regretfully terminate it. If you wish to withdraw or alter your consent, a request to that effect must be sent in writing to the SCS Data Protection Officer.

Access, accuracy and correction of your personal information

We rely on you to ensure that your profile and contact information is accurate. We do not update the personal information we receive about you from other sources, unless this is necessary to achieve the purposes for which this information was collected or unless it is in our interests that we do so.

You may request access to your own personal information through the SCS Secretariat. You may also update the accuracy or completeness of such information, and request that corrections be made to it.

More information on the SCS Personal Data Protection Policy and practices

If you still have questions, you may wish to speak to our SCS Data Protection Officer, either by contacting or emailing us at scs.secretariat@scs.org.sg, or in writing to:

SCS Data Protection Officer
Singapore Computer Society
53 Neil Road
Singapore 088891
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Fax: (65) 6226 2569
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