

DARUL GHUFRAN MOSQUE

PDPA Policy and Practices

Darul Ghufuran Mosque
Revised 2019

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1. Introduction

- 1.1. Darul Ghufuran Mosque Management Board ("Darul Ghufuran Mosque") shall comply with the Personal Data Protection Act 2012 (PDPA). We recognise the importance of the personal data our stakeholders have entrusted to us. It is our responsibility to safeguard all the personal data kept with the mosque. Darul Ghufuran Mosque is therefore committed to comply with the Personal Data Protection Act (the "PDPA")
- 1.2. This document contains the Policy and Practices ("P&Ps") adopted by Darul Ghufuran Mosque in the collection, use, disclosure and update of personal data that is in its possession or will come into its possession.

2. Data Protection Officer

- 2.1. Darul Ghufuran Mosque shall appoint a Data Protection Officer ("DPO") who is responsible for ensuring the mosque's compliance and implementation of PDPA.

3. Collection of Personal Data

- 3.1. Darul Ghufuran Mosque shall only collect personal data that are reasonably necessary to fulfil the purposes for which the personal data are collected. Please refer to **Annex A – Personal Data** on personal data collection and its usage by the mosque.
- 3.2. For any personal data collected before 2 July 2014 (the "Appointed Day");
 - 3.2.1. Darul Ghufuran Mosque is not required to obtain consent for the collection of personal data before the Appointed Day.
 - 3.2.2. If an individual does not want Darul Ghufuran Mosque to retain his or her personal data collected before the Appointed Day, the individual must give reasonable notice to Darul Ghufuran Mosque to withdraw his or her consent to Darul Ghufuran Mosque's retention of that personal data.
- 3.3. For any personal data collected after the Appointed Day;
 - 3.3.1. Darul Ghufuran Mosque shall obtain the consent from the person before collecting his/her personal data. This includes the collection of additional personal data about the person whom Darul Ghufuran Mosque has collected before the Appointed Day.

4. Usage of Personal Data

- 4.1. Darul Ghufuran Mosque may use personal data collected before the Appointed Day for the purposes for which the personal data was collected, whether such use occurs before or after the Appointed Day.
- 4.2. Darul Ghufuran Mosque shall obtain consent from the person to use his/her personal data that has been collected after the Appointed Day.

- 4.3. When a person withdraws his/her consent, Darul Ghufuran Mosque shall cease to use his/her personal data within a reasonable time, whether his/her personal data was collected before or after the Appointed Day.

5. Disclosure of Personal Data

- 5.1. Darul Ghufuran Mosque may disclose personal data collected for the purposes which that personal data was collected for.
- 5.2. Darul Ghufuran Mosque shall obtain consent to disclose personal data that has been collected after the Appointed Day.
- 5.3. When a person withdraws his/her consent, Darul Ghufuran Mosque shall cease to disclose his/ her personal data.

6. Consent of Individual Below 18 Years Old

- 6.1. For individual who is below the age of 18 years old, Darul Ghufuran Mosque shall obtain the consent of a parent or guardian of the individual before collecting, using or disclosing personal data.

7. Protecting and Storing of Personal Data

- 7.1. Darul Ghufuran Mosque shall protect all personal data in its possession. The mosque shall make reasonable arrangements to prevent unauthorised access, collection, use, disclosure copying, modification, disposal or similar risks related to personal data in its possession.
- 7.2. Darul Ghufuran Mosque implements the following protection measures:
- 7.2.1. physical measures such as storing in locked filing cabinets and restriction of access to offices;
 - 7.2.2. Restrict access to personal data. For example, security clearance and limiting access to only authorised personnel
 - 7.2.3. Emplacing password protection and encryption of information to personal data stored in any electronic medium.
- 7.3. Where necessary, personal data that are highly confidential shall be kept under higher protection. Only authorised personnel shall have access to the personal data.
- 7.4. Darul Ghufuran Mosque shall ensure all employees and volunteers are aware of the importance to protect the confidentiality of personal data.
- 7.5. Darul Ghufuran Mosque shall ensure that care is taken when personal data are disposed or destroyed, to prevent unauthorised access to the personal data.

8. Retention of Personal Data

- 8.1. Darul Ghufuran Mosque shall ensure that any personal data that are no longer serving the purpose(s) for which they are collected, or that are no longer necessary to be retained for any legal or business purpose, are removed or made anonymous.

9. Withdrawal of Consent and Making a Complaint

- 9.1. A person may withdraw his/ her consent to the collection, use or disclosure of his/ her personal data by giving reasonable notice to Darul Ghufuran Mosque.
- 9.2. A person who wishes to make a request, or to lodge a complaint to Darul Ghufuran Mosque pertaining to any failure to comply with the provisions of the PDPA, may lodge the request/complaint to the DPO using the mosque office account at dpo@ghufuran.mosque.org.sg or submitting a letter of request / complaint to the DPO of Darul Ghufuran Mosque.
- 9.3. The DPO shall contact the complainant within three (3) working days and investigate the complaint within two (2) weeks and, in order to address any concerns relating to compliance with the PDPA.

10. Availability and Review of P&P

- 10.1. This document shall be made available upon request by a person. This document shall be made available online at Darul Ghufuran Mosque's website, www.darulghufuran.org or at Darul Ghufuran Mosque's Customer Service Office located at Level 1, 503 Tampines Avenue 5 Singapore 529651.
- 10.2. Darul Ghufuran Mosque Management Board shall monitor, review and amend this document in its absolute discretion where it deems necessary or appropriate in accordance with the PDPA.

ANNEX A - PERSONAL DATA

1. What is Personal Data

Personal Data is any information about you that you have provided to us including but not limited to the following:

- a. Name
- b. National Registration Identity Card (NRIC) / Birth Certificate (BC) / Passport Details / Foreign Identification Number (FIN)
- c. Contact details (including telephone number and email address)
- d. Residential address
- e. Date of birth
- f. Gender
- g. Nationality
- h. Race
- i. Marital Status
- j. Education Background
- k. Occupation
- l. Name of school currently attending (students only)
- m. Parent's name and particulars (for those below age of 18)
- n. Photographs, audio / video recordings
- o. Feedback and response to survey / evaluation form

2. How we collect your personal information

2.1. Mosque Congregants Database

In order for us to keep a record and update our congregant database, we may from time to time contact you to update your personal information. This information is also used to communicate with you, respond to your enquiries or feedback, provide you with information and/or updates on Darul Ghufuran Mosque

2.2. Mosque Events, Programs and Activities

Darul Ghufuran Mosque organises events, programs and activities on a regular basis. Participants will be asked to register and information such as NRIC, BC, FIN, passport number, name, postal address, email address and telephone number, marital status, profession and age may be collected only for use by the mosque to follow up with you and update you promptly as well as to inform you of future events that may interest you.

2.3. Information Collected on Website

The mosque may collect information such as your name, email address, telephone number when you fill up our online “Contact Us” form, so that we could respond to your enquiries and feedback promptly.

2.4. Photographs and Audio/Video Recordings

The mosque may collect your photographs and audio/ video recordings through your participation and involvement in the mosque events.

3. How your personal information is used by the mosque

- 3.1. Once you have given us your personal information, you are not anonymous to us. We may use your personal information to contact you for future mosque activities, events, courses and workshops from time to time. This may be done through mail, email and text messages. We are committed to only inform you on the courses, workshops and events that you have signed up with us.
- 3.2. Photographs and audio/video recordings during our Mosque events may be used for our publicity and promotion purposes such as printed brochures, flyers, posters, banners, calendars, electronic publications, websites and social media platforms.
- 3.3. We may also disclose your personal information to third party agencies such as insurance companies where applicable. Access to your personal information will only be provided to them for the purpose of performing our services. We will require them to ensure that the personal information disclosed to them is kept confidential and secured. They are also subjected to the PDPA.

If you do not wish to receive any information or updates from mosque, you may opt out by contacting our office during working hours at 6786 5545 or email us at dpo@ghufran.mosque.org.sg to unsubscribe from our mailing list/database.

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