

Personal Data Protection Policy

The Swiss School in Singapore (“SSiS”) collects and uses personal data about staff, students and families in accordance with the Singapore Personal Data Protection Act – 2012 (PDPA) and other relevant laws and requirements on private education institutions in Singapore.

Data Collected and Purpose

SSiS holds personal data on its staff, parents and students for reasonable purposes. SSiS may collect, use, disclose and process any personal data provided for the following purposes, including, but not limited to:

- I. employment-related purposes (through application form, human resources management including payroll, leave and benefits administration)
- II. enrolment-related purposes:
 - determining eligibility for enrolment to SSiS;
 - assessing, monitoring and reporting on individual student performance, attendance and disciplinary records;
 - providing extra-curricular activities, school camp and inter-school competitions;
 - application of students passes when necessary;
 - application for Ministry of Education approval for Singapore Citizens;
 - application for subsidies with B (BAK);
 - statistical studies and analysis, conducted either by SSiS or by a third party;
 - selected vendors, including but not limited to school bus contractor and school camp provider;
 - publication of newsletter, yearbook and website;
 - distributing to SSiS parents’ forum;
 - all other matters that SSiS deemed to be necessary or appropriate.

SSiS shares personal data with a variety of third parties for the purposes of the third party providing relevant service to SSiS. Example of these services includes transport, catering, travel services, accommodation and medical.

In particular, the school may:

- Make available information to any internal organisation or society set up for the purpose of maintaining contact with students or for administration, fundraising, marketing or promotional purposes relating to the school, e.g. Alumni.

- Make use of photographs, videos or sound recordings of students in school publications, the school website and other official school communication channels.
- Make personal data available to staff for planning activities and trips, both in and outside of Singapore.
- Retain and use personal data after a student has graduated to provide references, educational history and alumni services.

Data Security

SSiS undertakes to implement appropriate security measures to protect personal data against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access, in particular when the processing of data involves the transmission or storage on or within a network.

Right of Access and Correction

An individual has a right to see the data held about them and to request for data to be corrected if it is incorrect. Please send your request to info@swiss-school.edu.sg with the subject 'PDPA enquiry'. SSiS will consider the request and respond within three working days. The response may be to decline the request with reasons to provide a time scale in which the data will be supplied.

Exemptions to Right of Access

The Personal Data Protection Act does not provide the right (to parent) of access to any and all information held by an organisation. Therefore, the school retains the rights to refuse access to:

- Opinion data kept for evaluation process
- Examination scripts
- Confidential references written for students

Sharing Data with Third Parties

SSiS shares personal data with a variety of third parties for the purposes of the third party providing relevant service to SSiS. Example of these services includes transport, catering, travel services, accommodation and medical.

SSiS will only share data for the purposes of eliciting a necessary service from these third party organisations and not for commercial gain.

When SSiS signs explicit contracts with these organizations it will include clauses to ensure that the organization is using the data purely for the intended purpose of providing the required service and that it is taking appropriate precautions to safeguard the data.

Effective Date: 1 August 2014

Version 3 – 11 October 2017

Personal Data Protection Statement for new parents

1. The Swiss School in Singapore (SSiS) will collect information or data about yourself, your family and your child that is subject to applicable Data Protection Act in Singapore in connection to your child's enrolment or prospective enrolment with us. SSiS holds personal data on individuals, including: contact details, attendance, assessment information, special education needs, any relevant medical information and photographs.
2. Such Personal Data is initially collected through the enrolment process. Other Personal Data is collected in the course of your child's time with SSiS.
3. Personal Data you and/or your child provide to SSiS may be collected, used, disclosed and processed for the following purposes:
 - 3.1 determining eligibility for enrolment to SSiS;
 - 3.2 assessing, monitoring and reporting on individual student performance, attendance and disciplinary records;
 - 3.3 providing extra-curricular activities, school camp and inter-school competitions;
 - 3.4 application of students' passes when necessary;
 - 3.5 application for Ministry of Education approval for Singapore Citizens;
 - 3.6 application for subsidies with 'Bundesamt für Kultur' (BAK);
 - 3.7 statistical studies and analysis, conducted either by SSiS or by a third party;
 - 3.8 selected vendors, including but not limited to school bus contractor and school camp provider;
 - 3.9 publication of newsletter, yearbook and website;
 - 3.10 distributing to SSiS parents' forum;
 - 3.11 all other matters that SSiS deemed to be necessary or appropriate.
4. In particular, the school may:
 - 4.1 Make available information to any internal organisation or society set up for the purpose of maintaining contact with students or for administration, fundraising, marketing or promotional purposes relating to the school, e.g. Alumni.
 - 4.2 Make use of photographs, videos or sound recordings of students in school publications, the school website, social media and other official school communication channels.
 - 4.3 Make personal data available to staff for planning activities and trips, both in and outside of Singapore.
 - 4.4 Retain and use personal data after a student has graduated to provide references, educational history and alumni services.

5. Personal Data provided to SSiS will be kept confidential but you hereby consent and authorise us to provide or disclose you and/or your child's Personal Data for the purposes stated in clause 3 and 4 above.
6. SSiS shares personal data with a variety of third parties for the purposes of the third party providing relevant service to SSiS. Example of these services includes transport, catering, travel services, accommodation and medical.

SSiS will only share data for the purposes of eliciting a necessary service from these third party organisations and not for commercial gain.

7. Families have a right to see the data held about them (subject to the exemptions in clause 8) and to request for data to be corrected if it is incorrect. Please send your request to info@swiss-school.edu.sg with the subject 'PDPA enquiry'. SSiS will consider the request and respond within three working days. The response may be to decline the request with reasons to provide a time scale in which the data will be supplied.
8. The Personal Data Protection Act does not provide the right (to parent) of access to any and all information held by an organisation. Therefore, the school retains the rights to refuse access to:
 - 8.1 Opinion data kept for evaluation process
 - 8.2 Test, examination and assessment papers
 - 8.3 Confidential references written for students

Version 3 – 11 October 2017