



SINGAPORE SWIMMING ASSOCIATION

PERSONAL DATA PROTECTION ACT POLICY

Version: 1.0

Date Published: 30 January 2023

Date Updated: 30 January 2023

To Be Reviewed: November 2023

PERSONAL DATA PROTECTION BY SINGAPORE SWIMMING ASSOCIATION

Singapore Swimming Association (“SSA”) is committed to providing members and individuals from whom certain personal information is collected with the highest level of privacy protection.

For any query, request or feedback relating to one’s Personal Data, please contact SSA at contact@swimming.org.sg

For more information about the Personal Data Protection Act (“PDPA”), please visit <http://www.pdpc.gov.sg>.

WHAT IS PERSONAL DATA?

“Personal Data” refers to any data, whether true or not, about an individual who can be identified (a) from that data, or (b) from that data and other information to which SSA has or is likely to have access, including data in SSA’s records as may be updated from time to time. This excludes business contact information as defined under the Act.

Depending on the nature of your interaction with us, some examples of personal data which we may collect from you include name, residential address, email address, telephone number, gender, date of birth.

HOW SSA COLLECTS INFORMATION

To deliver and enhance the services offered by SSA, certain personal information is collected. SSA generally collects personal information from individuals in various ways, including where:

- The individual registers for membership;
- The individual registers to become an affiliated athlete;
- The individual registers to become an affiliated technical member;
- The member enters a SSA event or participation program;
- The individual participates in a SSA course or workshop;
- The individual purchases merchandise from SSA;
- The individual requests information from SSA;
- The individual provides information to the SSA staff;
- The individual participates in a SSA survey;
- The individual volunteers at SSA events;
- The individual submits Personal Data to SSA for any other reason.

An individual who provides Personal Data to SSA should ensure that all Personal Data submitted to SSA is complete, accurate, true and correct. Failure on the part of the individual to do so may result in SSA being unable to fulfil the individual’s requests and/or applications.

SSA PRIVACY NOTICE (INDIVIDUAL)

1. SSA generally does not collect your personal data unless (a) it is provided to SSA voluntarily by you directly or via a third party who has been duly authorised by you to disclose your personal data to SSA (your “authorised representative”) after (i) you (or your authorised representative) have been notified of the purposes for which the data is collected, and (ii) you (or your authorised representative) have provided written consent to the collection and usage of your personal data for those purposes, or (b) collection and use of personal data without consent is permitted or required by the PDPA or other laws. SSA 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).
2. Generally, SSA may collect, use and disclose one’s and/or an entity’s members’ (where available) Personal Data for any or all the following purposes in connection with the services which one and/or an entity’s members have applied for (collectively “Sporting Purposes”) to the extent applicable:
 - (a) Processing one’s and/or an entity’s members’ application for any of the services offered or distributed by SSA (including but not limited to third party services such as Competition Entry Forms);
 - (b) Generating regulatory, management or other related reports, and performance of analytics;
 - (c) Conducting checks with the Do Not Call Registry;
 - (d) Purposes which are reasonably related to SSA’s competitions in Singapore or overseas, and one’s and/or an entity’s members’ membership with SSA; and/or
 - (e) Purposes which are reasonably related to the aforesaid.
3. The Personal Data held by SSA shall be kept confidential and SSA will take reasonable steps to protect your Personal Data against unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks. SSA has introduced appropriate administrative, physical and technical measures such as up-to-date antivirus computer protection, training of staff with regard to the PDP Act and this policy, and ensuring that SSA continue to work with our partners, including but not limited to, Swim-Community and revolutioniseSPORT to ensure data is secure and stored according to the Data Protection Guide for Charities. However, in order to carry out the Sporting Purposes listed above, SSA may share one’s and/or an entity’s members’ Personal Data with SSA’s related Affiliates and Reporting Agencies (e.g. Sport Singapore (“SportSG”), Singapore National Olympic Council (“SNOC”), World Aquatics (“WA”), Asia Swimming Federation (“AASF”), Southeast Asian Swimming Federation (“SEASF”) whether in Singapore or elsewhere, SSA’s professional advisors, any relevant government regulators, government ministries, statutory boards and/or law enforcement agencies. When doing so, SSA will require them to ensure that the Personal Data disclosed to them are kept confidential and secure.

4. Where Personal Data is required to be transferred, stored and/or processed in a country or territory outside Singapore, SSA will ensure that any party to whom SSA transfers one's and/or an entity's members' Personal Data to outside Singapore provides to such Personal Data a standard of protection at least comparable to the protection under the Act.
5. By providing Personal Data relating to a third party (e.g. information of one's and/or an entity's members' dependent, spouse, children and/or parents) to SSA, such provision would represent and warrant that the consent of that third party has been obtained for the collection, use and disclosure of the Personal Data for the Sporting Purposes listed above.
6. As SSA relies on one's and/or an entity's members' Personal Data to provide products and services to him/her and/or the entity's members, he/she and/or the entity's members shall ensure that at all times the Personal Data provided by him/her and/or the entity's members to SSA is correct, accurate and complete. He/She and/or the entity's members shall keep SSA updated in a timely manner of all changes to the Personal Data provided to SSA.
7. You are entitled, upon request, to see your Personal Data that is in the possession or under the control of SSA and information about the ways in which the Personal Data may have been used or disclosed. You are also entitled, upon request, to correct an error or omission in your Personal Data that is in the possession or under the control of SSA. Members of SSA may review, correct, update or change their Personal Data at any time by logging into their SSA member account.

If you wish to make (a) an access request for access to a copy of the personal data which SSA holds about you or information about the ways in which SSA uses or discloses your Personal Data, or (b) a correction request to correct or update any of your personal data which SSA holds about you that you are not able to update on your SSA member account, please email contact@swimming.org.sg. SSA will respond to any such request as soon as reasonably possible.

8. An individual and/or the entity's members may request to withdraw his/her and/or the entity's members' consent to SSA's continued collection, use and disclosure of his/her and/or the entity's members' Personal Data at any time by providing reasonable notice via email to SSA at contact@swimming.org.sg. Upon receipt of such request for withdrawal, SSA may require reasonable time (depending on the complexity of the request and the impact of the request on the relationship between SSA and the individual/entity's members) for the request to be processed and for SSA to notify the individual and/or the entity's member of the consequences of acceding to such request. In withdrawing his/her and/or the entity's member's consent, he/she and/or the entity's members acknowledge that SSA may not be able to provide or continue providing certain services to him/her and/or the entity's members or maintain his/her and/or the entity's member's membership and that SSA may cease such provision accordingly without any liability. Should you decide to cancel your withdrawal of consent, please inform SG via email at contact@swimming.org.sg. Please note that withdrawing consent does not affect SSA's rights to continue to collect, use and disclose personal data where such collection, use and disclosure without consent is permitted or required under applicable laws.
9. The SSA website contains links to other websites over which we have no control. We are not responsible for privacy policies or practices of other websites to which you choose to link from this site.

10. This Notice applies in conjunction with any other notices, contractual clauses and consent clauses that apply in relation to the collection, use and disclosure of one's Personal Data by SSA.
11. SSA may retain your Personal Data for as long as it is necessary to fulfil the purpose for which it was collected, or as required or permitted by applicable laws. SSA will cease to retain your Personal Data, or remove the means by which the data can be associated with you, as soon as it is reasonable to assume that such retention no longer serves the purpose for which the personal data was collected, and is no longer necessary.
12. SSA may revise this Notice from time to time without any prior notice. One may determine if any such revision has taken place by referring to the date on which this Notice was last updated. One's continued use of SSA's services constitutes one's acknowledgement and acceptance of such changes.

If our Privacy Policy changes in any way, we will place an updated version on SSA's policies webpage <https://swimming.org.sg/SSA/ABOUT-US/Policies.aspx>.