

Personal Data Protection Policy

1. Our Commitment

Bethesda Kindercare recognises the importance of safeguarding personal data when dealing with information relating to her employees, parents, guardians, children of her activities and programmes, service providers and stakeholders. This Privacy Policy Statement is developed to help you understand what to expect when we collect personal data from you and how they will be used.

2. Personal Data Definition and Collection

In this document, personal data refers to data or information from which you can be easily identified ie name, identification numbers, contact details, mailing and emailing addresses, medical information, photo images, video recordings, payment information or any other information relating to you which you have provided us in any form through our interaction and/or communication channels.

3. Use and Disclosure of Personal Data

i) Use

Generally, personal data is collected for the following purposes:

- a) operational planning and implementation of activities and programmes such as preschool activities, parent-teacher communication, academic support, enrichment events, fees collection etc
- b) communication of activities, programmes and other service-related information including parent communication
- c) documentation of children's learning in centre management system, social media platforms, promotional publications etc
- d) maintenance of records such as parent/guardian and child information required by ECDA, participants of activities and programmes, service provider's information, audits, visitor log etc
- e) management and administration of employment relationships with job applicants and employees such as work-related dealings, evaluation of performance, crediting salaries, administering staff benefit schemes and conducting audits on finance claims
- f) legal compliance on our part under applicable laws.
- g) other such purposes as may reasonably be appropriate in the circumstances of the collection of personal data

ii) Disclosure

BKC may disclose personal data to third parties within or outside Singapore. These third parties include:

- a) governmental organisations or authorities to whom BKC is required by law to disclose the data
- b) any associated organisations of BKC
- c) individuals who are legally entitled to the data
- d) those who require the data in order to process and operate programmes in which an individual intends to participate in

- e) third parties who provide BKC with data processing, administration, health, insurance and legal services, or other professional or management services

4. Consent and Withdrawal of Consent

When we request for personal data for the purposes referred to in Section 3, and you provide us with such personal data, there is implied consent that you agree to provide us with the personal data for these purposes.

You may withdraw your consent for us to collect, use, retain and disclose your personal data by writing to bkc@bethesdakindercare.sg. However, this may prevent BKC from further providing the service required.

5. Retention

We will hold 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. We shall cease to retain personal data as soon as it is reasonable to assume that the purpose for which that personal data was collected is no longer being served by retention of the personal data.

6. Security

While we have taken reasonable steps to safeguard your personal data to prevent unauthorised access, collection, use and disclosure, we cannot guarantee the security or integrity of any personal data which is transferred from you or to you via the Internet.

7. CCTV

Appropriate notices have been put up to inform that the premises are covered by CCTV video surveillance. By being in the premises, you consent that photos and/or video images from the cameras may be used for purposes under Section 3. Please refer to MSF website for more information regarding CCTV Cameras in Preschools and Government-Funded Early Intervention Centres.

8. Policy Updates

We will review our Privacy Policy Statement regularly. If we change our policy, we will post the changes on this website. Your continued use of our website will be taken as acceptance of the updated Privacy Policy Statement.

9. Our Contact

For enquiries about our Personal Data Protection Policy, please contact us in writing at Data Protection Officer bkc@bethesdakindercare.sg

10. Disclaimer

Our website may contain links to other websites. Please note that we are not responsible for the privacy practices of such other websites and advise you to read the privacy policy statement of each website you visit.