

PDPA POLICY & PRACTICES

Al-Istighfar Mosque

Al-Istighfar Mosque
Revised 2019

Al-Istighfar Mosque Management Board

Personal Data Protection Policy

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1. Introduction

- 1.1. Al-Istighfar Mosque is committed to safeguarding the personal data entrusted to it by the Individuals.
- 1.2. Al-Istighfar Mosque Management Board (“Al-Istighfar Mosque”) shall comply with the Personal Data Protection Act 2012 (PDPA). This policy outlines the principles and practices adopted by Al-Istighfar 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. Al-Istighfar Mosque shall appoint a Data Protection Office (“DPO”) who is responsible for ensuring the mosque’s compliance and implementation of PDPA.

3. Collection of Personal Data

- 3.1. Al-Istighfar 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. Al-istighfar Mosque may deem individual’s consent was obtained for personal data collected prior to 2nd July 2014 for the purpose of which the personal data was collected. The consent may include for Al-Istighfar Mosque’s usage and where applicable include disclosure. If an individual does not want Al-Istighfar Mosque to retain his or her personal data collected prior to 2nd July 2014, the individual must give reasonable notice to Al-Istighfar Mosque to withdraw his or her consent to Al-Istighfar Mosque’s retention of that personal data.

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4. Usage of Personal Data

- 4.1. Al-Istighfar Mosque may use personal data collected prior to 2nd July 2014 for the purpose for which the personal data was collected, whether such use occurs before or after 2nd July 2014.
- 4.2. Al-Istighfar Mosque shall obtain consent from the person to use his or her personal data that has been collected after 2nd July 2014.
- 4.3. When a person withdraws his or her consent, Al-Istighfar Mosque shall cease to use his or her personal data within a reasonable time, whether his or her personal data was collected before or after 2nd July 2014.

5. Disclosure of Personal Data

- 5.1. Al-Istighfar Mosque may disclose personal data collected for the purposes which that personal data was collected for.
- 5.2. Al-Istighfar Mosque shall obtain consent to disclose personal data that has been collected after 2nd July 2014.
- 5.3. When a person withdraws his or her consent, Al-Istighfar Mosque shall cease to disclose his or her personal data.

6. Consent of Individual below 18 Years Old

- 6.1. For individual who is below the age of 18 years old, Al-Istighfar 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. Al-istighfar Mosque shall take reasonable and appropriate security measures to prevent unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks related to personal data

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in its possession.

7.2. Al-Istighfar Mosque implements the following protection measures:

7.2.1. Physical measures - Storing in locked filing cabinets and restriction of access to offices

7.2.2. Restriction of Access to Personal Data - Security clearance and limitation of access to only authorised personnel

7.2.3. Password-Protected and encryption of information to personal data stored in any electronic medium

7.3. Al-Istighfar Mosque shall ensure all employees and volunteers are aware of the importance to protect the confidentiality of personal data.

7.4. Al-Istighfar 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. Al-Istighfar 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 or her consent to the collection, use or disclosure of his or her personal data by giving reasonable notice to Al-Istighfar Mosque.

9.2. A person who wishes to make a request or to lodge a complaint to Al-Istighfar Mosque pertaining to any failure to comply with the

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provisions of the PDPA, may lodge the request to the Data Protection Officer (DPO) using the mosque office account at dpo@alistighfar.mosque.org.sg or submitting a letter of request or complaint to the DPO of Al-Istighfar Mosque.

- 9.3. The DPO shall contact the complainant within three (3) working days and investigate the complaint within two (2) weeks.

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 Al-Istighfar Mosque website, www.alistighfar.com or at the Al-Istighfar Mosque Customer Service Office located at Level 1, 2 Pasir Ris Walk Singapore 518239.
- 10.2. Al-Istighfar 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

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 & 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 (for students only)
- M. Parent's name and particulars (for those below the age of 18)
- N. Photographs, audio and video recordings
- O. Feedback or response form

How your personal information is collected

- A. Mosque Congregants Database

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

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or updates on Al-Istighfar Mosque

B. Mosque Events / Programs and Activities

Al-Istighfar Mosque organises events, programs and activities on a regular basis. During such time, participants may be required to register and information such as Name, NRIC / BC / FIN / Passport number, Residential Address, Contact Details 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 be of interest to you.

C. Information collected on Website

Al-Istighfar Mosque may collect information such as your name, email address, telephone number when you fill out our online form, so that we could respond to your enquiries promptly.

D. Photographs / Audio / Video Recordings

Al-Istighfar Mosque may collect your photographs, audio or video recordings through your participation and involvement in our mosque events.

How is your personal information used by Al-Istighfar Mosque

- A. 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 via mail, email or text messages.
- B. Photographs, audio or 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.

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- C. Al-Istighfar Mosque 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 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 Al-Istighfar Mosque, you may opt out by contacting our officer during working hours at 6426 7130 or email us at dpo@alistighfar.mosque.org.sg to unsubscribe from our mailing list or database.

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