



Sembawang Country Club Members Personal Particulars Update

Dear Members,

In order to serve you better, we would like you to update your personal particulars with us. At the same time, we are also taking this opportunity to collect your Emergency Contact which you are strongly advised to provide.

Please return the completed form to the Membership team at membership@sembawanggolf.org.sg.

Alternatively, you may mail the form to: 249 Sembawang Road Singapore 758352.

Your request will be handled within 3 working days upon receiving your completed form. Thank you.

Please read through the accompanying Sembawang Country Club Data Protection Notice before filling in this form.

Personal Particulars Update

Full Name:

Membership ID:

Contact Number:

(Mobile)

(Home)

Email:

Home Address:

Vehicle Plate Number:

Emergency Contact

Name:

Contact Number:

Relationship:

Contact Number of Spouse Golfing Member (if applicable):

Signature: _____ **Date:** _____

Attach a Recent Photo of Yourself Here:

(Please upload in jpg. or png. format)

SEMBAWANG COUNTRY CLUB DATA PROTECTION NOTICE

We, at Sembawang Country Club ("SCC") respect your privacy and take our responsibilities under the Personal Data Protection Act 2012 (the "PDPA") seriously.

This Data Protection Notice is established to assist you in understanding how we collect, use and/or disclose the personal data you have provided us.

Personal Data

"Personal Data" as defined under the PDPA refers to data, whether true or not, about an individual who can be identified from that data, or from that data and other information to which an organisation has or is likely to have access. Common examples of personal data could include names, identification numbers, contact information, photographs and video images.

We will collect your personal data in accordance with the PDPA. In general, before we collect any personal data from you, we will notify you the purposes for which your personal data may be collected, used and/or disclosure of your personal data for the intended purpose.

Collection and Use

Personal data you have provided may include but not limited to your name, NRIC, home address, contact number(s), email addresses, credit card information, or any other information related to the individual. We may collect these personal data in the following manners:

- i. When you submit a form (online or hardcopy) for membership matters
- ii. When you interact with us through the telephone, letters, face-to-face meetings or emails
- iii. When you use some of our services or resources
- iv. When you request that we contact you
- v. When you submit your personal data for any other reasons

We may use the personal data collected for any or all of the following purposes:

- i. verifying your identity;
- ii. evaluating your eligibility for membership application or processing applications for membership related services;
- iii. managing administrative and operations, and complying with internal policies and procedures;
- iv. managing your relationship with us;
- v. processing payment or credit transactions;
- vi. sending our marketing information about our goods or services including notifying you of our events, lucky draws, membership, initiatives and promotions;
- vii. organizing our events and facilitating participation;
- viii. responding to your individual needs, queries, feedbacks or communicating with you;
- ix. publishing event videos, photographs, articles, membership and activity updates, publicity materials and/or other features on our website, in our newsletters, on our social media platforms or other hard copy;
- x. submitting your personal data to the club for any reasons;
- xi. responding to requests for information from government or public agencies, ministries, statutory boards or other similar authorities or non- government agencies authorised to carry out specific Government services or duties;
- xii. transmitting to any unaffiliated third parties including our third party service providers and agents to perform functions on our behalf.

Marketing and Promotions

You may receive our marketing and promotion materials via email, mail, telephone (call or text) or social media platforms to inform about our club related services and activities.

If you do not wish to receive any marketing information from the club, you may write to the Data Protection Officer. However we may still notify or send non-marketing messages or information to you.

Disclosure

We respect your privacy and will take reasonable steps to protect your personal data against unauthorised disclosure.

However, please note that we may disclose your personal data to third parties without first obtaining your consent in certain situations including but not limited to the following:

- i. when required for compliance with the law;
- ii. to respond to an emergency that threatens the life, health or safety of the member;
- iii. for any investigation or proceedings;
- iv. when certain data has to be shared with our business partners. For such co-operation, Non-Disclosure Agreement is signed and only required data is to be shared;
- v. when we need to post some of your personal data on our website.

Protection of Personal Data

To safeguard your personal data from unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks, we have introduced appropriate administrative, physical and technical security arrangement such as up-to-date antivirus protection, encryption and the use of privacy filters to secure all storage and transmission of personal data by us, and disclosing personal data both internally and to our authorised third party service providers and agents only on a need-to-know basis.

You should be aware, however, that no method of transmission over the Internet or method of electronic storage is completely secure. While security cannot be guaranteed, we strive to protect the security of your information and are constantly reviewing and enhancing our information security measures.

Retention of Personal Data

We 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.

We 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 for legal or business purposes.

Data will not be held when it is no longer necessary for any business or legal purposes. Personal data that is no longer needed will be destroyed or disposed of in a secure manner. This applies to both paper documents and electronic data.

Contact us

You may contact our Data Protection Officer if you:

- i. have any questions in relations to how your personal data is handled by us,
- ii. would like to withdraw your consent to any use or disclosure of your personal data as set out in this notice,
- iii. would like to obtain access* and make correction to your personal data records,

* a reasonable fee may be charged for an access request. If so, we will inform you of the fee before processing your request.

Data Protection Officer

Sembawang Country Club
dpo@sembawanggolf.org.sg