

## Data Privacy Statement

1. Grace Orchard School (“School”) aims to comply with the requirements of the Personal Data Protection Act (2020) (“PDPA”).
2. The School may collect, use and disclose personal data for the following purposes:
  - a. To carry out the School’s obligations and administer its curriculum and programmes
  - b. To facilitate acquisition of purpose-specific/benefits cards, such as, but not limited to, MOE School Smart Card from Transit Link and Developmental Disability Registry (DDR) Identity Card from SG Enable.
  - c. For compliance with legal and regulatory obligations and requirements.
  - d. To process enquiries and handle other ancillary administrative purposes.
  - e. For security, safety surveillance and monitoring and identity verification purposes.
  - f. For accounting, audit and compliance, record-keeping, internal approval, and reporting purposes.
  - g. For submission to regulators and government agencies, as required by local laws and regulations; sharing with financial institution, to facilitate payments, screenings or checks; and other partner organisations, for purposes of research, data analysis and evaluation, for which you will not be identified as a specific individual.
  - h. For purposes incidental to any or all of the above or any other necessary purposes.
3. You give consent to the collection, use and disclosure of the personal data of yourself, your child/ward and/or other family members, for the abovementioned purposes and agree to be bound by the obligations imposed on you. In this regard, please ensure that all personal data submitted to us is complete, accurate, true and correct at the time of submission.
4. Please be informed that if you do not consent to any of the above purposes, the School may not be able to meet the purposes for which the information was collected.
5. The School shall protect the personal data in our control or possession through appropriate physical, administrative, procedural and technological measures to prevent unauthorised or accidental access.
6. The School will cease to retain the personal data, as soon as it is reasonable to assume that the purpose for collection of such personal data is no longer being served by such retention, and such retention is no longer necessary for legal or regulatory requirements.
7. For any enquiry, please send email to [info@go.edu.sg](mailto:info@go.edu.sg), Attention: Data Protection Officer.