

BEFC DATA PROTECTION POLICY

A) Policy

1.0 Purpose

This personal data protection policy applies to Bethany Evangelical Free Church in Singapore. This policy governs the collection, use and disclosure of personal data submitted to Bethany Evangelical Free Church, and explains how we collect and handle personal data of individuals and comply with the requirements of the Personal Data Protection Act 2012 of Singapore and its regulation(s) ("PDPA"). In this policy, "personal data" shall have the meaning ascribed to it in the PDPA.

For the avoidance of doubt, nothing herein shall require Bethany Evangelical Free Church to act in breach of applicable Singapore laws.

2.0 Statement of Policy

Collection of Personal Data

We collect personal data from members, visitors, business contacts, partners, personnel, contractors, and other individuals. Such personal data may be provided to us in forms filled out by individuals, face to face meetings, email messages, phone messages, telephone conversations, through our websites or provided by third parties (e.g. Google forms) and any other channels. If any individuals contact us, we may keep a record of that contact for the intended purposes. We collect these personal data when it is necessary for business purposes or to meet the purposes for which the individuals have submitted the information.

We will only collect, hold, process, use, communicate and/or disclose such personal data, in accordance with this policy. If any party is acting as an intermediary or otherwise on behalf of a third party individual or supplying us with information regarding a third party individual (such as a friend, a colleague, an employee etc), such intermediary party undertakes that you are an authorised representative or agent of such third party individual and that you have obtained all necessary consents from such third party individual to the collection, processing, use and disclosure by us of their personal data. Because we are collecting the third-party individual's data from you, you undertake to make the third-party individual aware of all matters listed in this policy preferably by distributing a copy of this policy to them.

Individuals may choose to disclose personal data to other members or contacts of the church for personal matters and not matters related to the following purposes stated below under “Use of Personal Data”. In this instance, the church is not held liable for any breach or loss of personal data.

B) Procedure

2.1 Use of Personal Data

We use personal data for the following purposes:

- a. to coordinate for official church activities, business transactions and events;
- b. to respond to the individual’s request or for the purposes for which it was provided to us as stated at the time of the collection (or as is obvious from the context of collection);
- c. to maintain contact with members and other contacts;
- d. to keep members and other contacts informed of official church activities and other events we are holding, that may be of interest to them;
- e. for general management and reporting purposes;
- f. for recruitment purposes;
- g. for purposes related to the employment of our personnel and providing internal services to our personnel;
- h. all other purposes related to our official church activities, businesses, and events.

2.2 Disclosure of Personal Data to Third Parties

We do not disclose personal data to third parties except when required by law, when we have the individual’s consent or deemed consent or in cases where we have engaged third parties such as data intermediaries or subcontractors specifically to assist with our church’s activities, business transactions and events.

2.3 Access to and Correction of Personal Data

Upon request, we will provide the individual with access to their personal data or other appropriate information on their personal data in accordance with the requirements of the PDPA.

Upon written request, we will correct an error or omission in the individual’s personal data that is in our possession or control in accordance with the requirements of the PDPA.

2.4 Withdrawal of Consent

Upon reasonable notice being given by an individual of his withdrawal of any consent given or deemed to have been given in respect of our collection, use or disclosure of his personal data, we will inform the individual of the likely consequences of withdrawing his consent. We will cease collecting, using, or disclosing the personal data unless it is required or authorised under applicable laws.

Any individual may choose to withdraw consent for the collection, use or disclosure of his personal data by sending an email or other written notice to admin@bethanyefc.org.sg.

2.5 Accuracy of Personal Data

We will make a reasonable effort to ensure that personal data collected by us or on our behalf is accurate and complete.

2.6 Security and Protection of Personal Data

We have implemented generally accepted standards of technology and operational security to protect the personal data in our possession or under our control and to prevent unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks. Only authorised Bethany Evangelical Free Church personnel are provided access to personally identifiable information and these personnel have agreed to ensure confidentiality of this information.

2.7 Retention and Delete Personal Data

The recording of the personal data will be kept in our Church knowledge management system. For hardcopies personal data, we will file and kept in church office with restrictions.

We will cease to retain 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 business purposes.

2.8 Transfer of Personal Data outside of Singapore

We will ensure that any transfers of personal data to a territory outside of Singapore will be in accordance with the PDPA so as to ensure a standard of protection to personal data so transferred that is comparable to the protection under the PDPA.

C) Roles and Responsibility

1. Data Protection Officer

The church administrator is the official appointed Data Protection Officer. He is required to attend an official course to equip him with requirements of the PDPA. He will be registered as the church PDPA officer

2. Handling of an Enquiry and or Complaint

If an individual believes that information we hold about him is incorrect or out of date, or if an individual has concerns or further queries about how we are handling his personal data, or any problem or complaint about such matters, please contact our Data Protection Officer at admin@bethanyefc.org.sg.

Current as of 15 October 2025