



1. Introduction

1.1 Personal Data Protection Policy

Al-Huda Management Board ("Al-Huda Mosque") takes our responsibilities under the Personal Data Protection Act 2012 (the "PDPA") seriously. We also recognise the importance of the personal data you have entrusted to us and believe that it is our responsibility to properly manage, protect and process your personal data.

This Data Protection Policy is meant to assist you in understanding how we collect, use, disclose and /or process the personal data you have provided to us, as well as to assist you in making an informed decision before providing us with any of your personal data.

Data Protection Officer

If you, at any time, have any queries on this policy or any other queries in relation to how we may manage, protect and/or process your personal data, please do not hesitate to contact our Data Protection Officer (the "DPO") at:

Al-Huda Mosque
34 Jalan Haji Alias
Singapore 268534
Contact no: 64684844
Contact: <http://www.alhuda.sg/contact.html>

1.2 Do Not Call (DNC) Registry

The PDPA provides a national Do Not Call (DNC) Registry which allows individuals to register their Singapore telephone numbers to opt out of receiving marketing phone calls, mobile text messages such as SMS or MMS, and faxes from organisations from 2 January 2014 onwards. These changes will generally not affect informational/educational and service related messages sent by Al-Huda Mosque.

Al-Huda Mosque aims to comply with the requirements of the PDPA and respects your choices. If you have registered your telephone number with the DNC Registry, we will not send you communication messages via phone calls, text messages and faxes. However, if you have previously given us consent to contact you for such purposes, we will continue to do so until you withdraw your consent.

2. Collection of personal data

- 2.1 The provision of your personal data is voluntary. But, if you do not provide your Personal Data to us, Al-Huda Mosque may not be able to provide the services which you require of us.
- 2.2 The Personal Data Protection Act requires us to collect personal data about you, only from you, if it is reasonable and practical to do so. Some examples of the types of information which we may collect about our Stakeholders include:
 - Contact information such as names, addresses, telephone numbers, and email addresses;
 - Housing information such as household size, type of home, and living situation;
 - Unique information such as ID or passport number, photograph, contact preferences, and date of birth;



- Transaction history; and
- If you are a candidate for employment, we may collect your resume, other information as seen in your application or during our recruitment process. This data may include information relating to your employment history, working eligibility rights, and your referee details.

3. How personal data is collected

3.1 Some examples of how personal data can be collected:

Register your details on our website or over at the Reception Counter;

- When you complete purchase orders, requests or applications for our products or services (by phone, in person or electronically);
- When you communicate with us directly via our Front Desk, or directly via our Volunteers in relations to our products or services (in person, by email, telephone, direct mail or any other means).
- When you use services; such as Tahnik, Solemnisation, Cukur Rambut and etc.;
- When you perform certain mode of transactions such as funds transfer;
- When you interact with us during events;
- Subscribe to any of our programmes, i.e. Quran Reading and Ratib Al-Haddad, and etc;
- If you are a candidate for employment, when you complete forms in relation to the recruitment and selection process for the purpose of assessment. We may also collect information about you from your nominated referees where you have authorised us to do so.

4. Purposes for collection, use disclosure and processing of personal data

4.1 The personal data which we collect from you may be collected, used, disclosed and/or processed for various purposes, depending on the circumstances for which we may/will need to process your personal data, including :

- to communicate with you;
- to maintain and improve Jemaah relationship;
- to assess, process and provide services and/or facilities to you;
- to administer and process any payments related to products, services and/or facilities requested by you;
- to establish your identity and background;
- to respond to your enquiries or complaints and resolve any issues and disputes which may arise in connection with any dealings with us;
- to provide you with information and/or updates on our products, services, upcoming free classes offered by us and/or events organised by us and selected third parties which may be of interest to you from time to time;
- for direct marketing purposes via SMS, phone call, email, fax, mail, social media and/or any other appropriate communication channels in accordance with your consent;
- to facilitate your participation in, and our administration of, any events;
- to maintain and update internal record keeping;
- for internal administrative purposes;
- to send you seasonal greetings messages from time to time;
- to send you invitation to join our events and classes;
- to monitor, review and improve our events and programmes, and services;
- to conduct reference checks and establish your worthiness, where necessary, in providing you with the employment you applied for;
- to process any payments related to your transactions with us;



- to process and analyse your Personal Data either individually or collectively with other individuals;
- to conduct market research or surveys, internal marketing analysis, customer profiling activities, analysis of customer patterns and choices, planning and statistical and trend analysis in relation to our products and/or services;
- to share any of your Personal Data with the auditor for our internal audit and reporting purposes;
- to share any of your Personal Data with our Service Partners to jointly develop services or launch a programme;

(collectively, the “Purposes”)

As the purposes for which we may/will collect, use, disclose or process your personal data depend on the circumstances at hand, such purpose may not appear above. However, we will notify you of such other purpose at the time of obtaining your consent, unless processing of your personal data without your consent is permitted by the PDPA or by law.

5. Disclosure of Personal Data to Third Parties

5.1 We will not disclose your personal data to any third parties without first obtaining your consent permitting us to do so or unless any such disclosure is permitted under any of the statutory exemptions under the Act. In this respect, please note that we may disclose your personal data to third parties in certain circumstances without first seeking your consent, if such disclosure is either required or permitted under the Act, including without limitation, if the disclosure is required by law and/or regulations or if there is an emergency.

5.2 For more information on the exceptions, you are encouraged to peruse the Second, Third and Fourth Schedules of the PDPA which is publicly available at <http://statutes.agc.gov.sg>

5.3 Where we disclose your personal data to third parties with your consent, we will employ our best efforts to require such third parties to protect your personal data.

6. Consent of individuals below 18 years old

6.1 In respect for individuals who have not attained the age of 18 years, Al-Huda Mosque is to obtain the consent of a parent or guardian of the individual before collecting, using or disclosing personal data about that individual.

7. Protecting and Storing of Personal Data

7.1 We are to protect your personal data in our possession by preventing unauthorised access, collection, use, disclosure, copying, modification, disposal or any other similar risks.

7.2. We will implement protective measures;

- locked filing cabinets and restriction of access to offices,
- limiting access rights to our network server to only personnel whose duties are directly linked,
- password protection and encryption of information stored in a document.

7.3 We will ensure that all Employees, Volunteers and Board Members are aware of the importance of protecting the confidentiality of personal data.

7.4 We will ensure that caution is taken when personal data are to be disposed off or destroyed to prevent unauthorised parties from gaining access to that personal data.



8. Retention of Personal Data

8.1 We will 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. Contacting Us - Withdrawal of Consent, Access and Correction of your Personal Data and Making a Complaint

9.1 You may withdraw your consent to the collection, use or disclosure of your personal data. Please be aware that once we receive confirmation that you wish to withdraw your consent for materials / communication, it may take up to 30 working days for your withdrawal to be reflected in our systems. Therefore, you may still receive materials/communication during this period of time.

9.2 If you:

- have any questions or feedback relating to your Personal Data or our Data Protection Policy;
- would like to withdraw your consent to any use of your Personal Data as set out in this Data Protection Policy; or
- would like to obtain access and make corrections to your Personal Data records, please contact Al-Huda Mosque as follows:

Data Protection Officer
Al-Huda Mosque
34 Jalan Haji Alias
Singapore 64684844
Contact: <http://www.alhuda.sg/contact.html>

10. Availability and Review of Data Protection Policy

10.1 You may view this document at Al-Huda Mosque's website www.alhuda.sg or at Al-Huda Mosque's office located at 34 Jalan Haji Alias, Singapore 268534.

10.2 Al-Huda Mosque Management Board will, from time to time, monitor, review and amend this document in its absolute discretion where it deems necessary or appropriate in accordance with the PDPA.

11. Governing Law

11.1 This Data Protection Policy shall be governed in all respects by the laws of Singapore.

Updated June 2015