

Data Protection Policy for IPS

This Data Protection Policy applies to all personal data collected by the Institute of Physics, Singapore (referred to herein as the “IPS”, “us”, “we” or “our”) and our affiliates (e.g. Singapore Physics Olympiad, Singapore Junior Physics Olympiad organising committees).

The purpose of this Data Protection Policy is to inform you of how IPS manages Personal Data which is subject to personal data protection principles. Please read this Data Protection Policy thoroughly so that you know and understand the purposes for which we collect, use and disclose your Personal Data.

By interacting with us, submitting information to us, or signing up for any services offered by us, you agree and consent to IPS, as well as our respective representatives and/or agents collecting, using, disclosing and sharing amongst themselves your Personal Data, and disclosing such Personal Data to IPS's authorised service providers and relevant third parties in the manner set forth in this Data Protection Policy.

This Data Protection Policy supplements but does not supersede nor replace any other consent you may have previously provided to IPS in respect of your Personal Data, and your consent herein are additional to any rights which IPS may have at law to collect, use or disclose your Personal Data.

IPS may from time to time update this Data Protection Policy to ensure that this Data Protection Policy is consistent with our future developments, industry trends, and/or any changes in legal or regulatory requirements. Subject to your rights at law, you agree to be bound by the prevailing terms of this Data Protection Policy as updated from time to time on our website. Please check back regularly for updated information on the handling of your Personal Data.

1. Personal Data

- 1.1. In this Data Protection Policy, “Personal Data” refers to any data, whether true or not, about an individual who can be identified (a) from that data; or (b) from that data and other information to which we have or are likely to have access, including data in our records as may be updated from time to time.
- 1.2. Examples of such Personal Data you may provide to us include (depending on the nature of your interaction with us) your name, NRIC, passport or other identification number, telephone number(s), mailing address, email address and any other information relating to any individuals which you have provided us in any forms you may have submitted to us, or via other forms of interaction with you.

2. Collection of Personal Data

- 2.1. Generally, we collect Personal Data in the following ways:
 - (a) when you submit an application form or registration form, or other forms relating to any of our activities and services;

- (b) when you enter into any agreement or provide other documentation or information in respect of your interactions with us, or when you use our services;
 - (c) when you interact with our representatives, for example, via telephone calls, letters, face-to-face meetings, social media platforms and emails;
 - (d) when you use our electronic services, or interact with us via any of our websites or use services on any of our websites;
 - (e) when you request that we contact you or request that you be included in an email or other mailing list;
 - (f) when you respond to our initiatives or to any request for additional Personal Data;
 - (g) when your images are captured by us via photographs or videos taken by us or our representatives when you attend our events;
 - (h) when you are contacted by, and respond to, our representatives;
 - (i) when we receive references from business partners and third parties, for example, where you have been referred by them;
 - (j) when you fill up surveys administered by us, our representatives or our third party surveying service providers;
 - (k) when we seek information from third parties about you in connection with our activities and services you have applied for; and/or
 - (l) when you submit your Personal Data to us for any other reason.
- 2.2. When you browse our websites, or use our applications and/or digital services, you generally do so anonymously. We do not, at our websites, applications and digital services, automatically collect Personal Data unless you provide such information.
- 2.3. If you provide us with any Personal Data relating to a third party (e.g. information of your students, colleagues or employees), by submitting such information to us, you represent and warrant to us that you have obtained the consent of the third party to provide us with their Personal Data for the respective purposes.
- 2.4. You should ensure that all Personal Data submitted to us is complete, accurate, true and correct. Failure on your part to do so may result in our inability to provide you with the services you have requested.

3. Purposes for the Collection, Use and Disclosure of Your Personal Data

- 3.1. Generally, IPS collects, uses and discloses your Personal Data for the following purposes:

- (a) responding to your queries, feedback, complaints and requests;
- (b) verifying your identity;
- (c) managing the administrative and business operations of IPS and complying with internal policies and procedures;
- (d) facilitating business transactions (e.g. procurement, sponsorships, exhibitions) involving IPS;
- (e) matching any Personal Data held which relates to you for any of the purposes listed herein;
- (f) preventing, detecting and investigating crime and analysing and managing commercial risks;
- (g) conducting investigations relating to disputes, billing or fraud;
- (h) meeting or complying with any applicable rules, laws, regulations, codes of practice or guidelines issued by any legal or regulatory bodies which are binding on IPS (including but not limited to responding to regulatory complaints, disclosing to regulatory bodies and conducting audit checks, due diligence and investigations);
- (i) if you are an existing or prospective IPS member, Fellow (including Distinguished Honorary IPS Fellows) or IPS student member:
 - registering you on member lists (i.e. mailing list for AGM and broadcast of IPS activities);
 - publicity, marketing and providing networking opportunities to other registered participants of the same event (conference, workshop, seminar, competitions, training sessions) for which you have registered;
- (j) if you are an existing or prospective participant or exhibitor (including an invited speaker or lecturer) of our courses, events and programmes:
 - assessing and processing any applications or requests made by you for any courses, events, programmes, competitions offered by us or our affiliates;
 - creating and maintaining your profile in our system database for internal records and reference;
 - providing customer service and support;
 - taking photograph(s) and/or video(s) of you for (i) internal dissemination within IPS and our affiliated organisations (e.g. Singapore National Academy of Sciences) and (ii) generating publicity materials for our courses, events and programmes;

- facilitating and providing opportunities for business networking between yourself and other existing or prospective (including invited speakers, exhibitors and lecturers) of our courses, events and programmes; and/or

(k) any other purpose reasonably related to the aforesaid.

4. Disclosure of Personal Data

4.1. IPS will take reasonable steps to protect your Personal Data against unauthorised disclosure. Subject to the provisions of any applicable law, your Personal Data may be disclosed by IPS, for the purposes listed above (where applicable), to the following entities or parties, whether they are located overseas or in Singapore:

- (a) agents, contractors or third party service providers who provide operational services to IPS, such as courier services, telecommunications, information technology, payment, printing, billing, technical services, training, or other services to IPS;
- (b) agents, contractors or third party service providers (including but not limited to trainers) who provide services in connection with the programmes and events/competitions organised, conducted and administered by IPS;
- (c) our partners or collaborators in our courses, events and programmes (including but not limited to the National University of Singapore, Nanyang Technological University and Singapore University of Technology and Design);
- (d) relevant government ministries, regulators, statutory boards or authorities or law enforcement agencies to comply with any laws, rules, guidelines and regulations or schemes imposed by any governmental authority;
- (e) other existing or prospective participants (including invited speakers, exhibitors or lecturers) of our courses, events and programmes; and
- (f) any other party whom you authorise us to disclose your Personal Data to.

5. Data Security

5.1. IPS will take reasonable efforts to protect Personal Data in our possession or our control by making reasonable security arrangements to prevent unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks. However, we cannot completely guarantee the security of any Personal Data we may have collected from or about you, or that for example no harmful code will enter our websites, applications, and digital services (for example viruses, bugs, trojan horses, spyware or adware). You should be aware of the risks associated with using websites, applications, and digital services.

5.2. We strive to protect your Personal Data in our possession. However, we cannot ensure the security of the information you transmit to us via the Internet, when you browse our websites, or use our applications and/or digital services (e.g. membership application form or nomination forms), and the method of electronic

storage. We urge you to take every precaution to protect your Personal Data when you are on the Internet, when you browse our websites, or use our applications and/or digital services. We recommend that you use a secure browser.

6. Contacting Us – Feedback, Withdrawal of Consent, Access and Correction of your Personal Data

6.1. You can contact IPS at ips@ipssingapore.org or membership@ipssingapore.org if you:

- (a) have any questions or feedback relating to your Personal Data or our Data Protection Policy;
- (b) would like to withdraw your consent to any use of your Personal Data as set out in this Data Protection Policy; or
- (c) would like more information on or access and make corrections to your Personal Data records.

6.2. If you withdraw your consent to any or all use of your Personal Data, depending on the nature of your request, IPS may not be in a position to administer any contractual relationship in place, which in turn may also result in the termination of any agreements (e.g. membership) with IPS, and your being in breach of your contractual obligations or undertakings. IPS's legal rights and remedies in such event are expressly reserved.

7. Governing Law

7.1. This Data Protection Policy, your browsing of our websites, and use of our applications and/or digital services shall be governed in all respects by the laws of Singapore.