



2 July 2014

ATTENTION: All Students of Curtin Singapore

## **Personal Data Protection Notice In Curtin Singapore**

This notice has been prepared pursuant to the Personal Data Protection Act of Singapore, which takes effect in Singapore on 2 July 2014, to explain what personal data Curtin Education Centre Pte Ltd (hereinafter be referred to as Curtin Singapore) may collect, use or disclose, and how Curtin Singapore protects such data.

Curtin Singapore's main objective is to maintain and uphold the highest trust and confidence level of all our students and prospective students in its managing and handling of personal data.

### **Privacy notice**

#### **1. Information Curtin Singapore collects and uses**

- A. From time to time, Curtin Singapore may collect from students and prospective students, including immediate family members and close next-of-kin relatives , the following information:
  - i. Personal data about students and prospective students, including immediate family members and close next-of-kin relatives which may include names, identification particulars, date of birth, contact details and background (which may include education, family background, residential address, career and financial);
  - ii. Information and data collected when students participate in events organised by Curtin Singapore for its students such as functions, seminars, workshops and celebration ceremonies;
  - iii. Information and data collected when students submit assignments during the course of study;
  - iv. Information from cookies or any other technologies deployed for analysis of visits to websites or the use of any information technology application of Curtin Singapore; and
  - v. Images, photographs, videos and CCTV footage of students
  
- B. To provide students with excellent course delivery services and to maintain a quality relationship with students, the personal data of students may be processed, kept, transferred or disclosed in and to any country as Curtin Singapore considers necessary for its business operations, in accordance with the Act and in accordance with the local practices and laws, rules and regulations

(including any governmental acts and orders) in Singapore as well as the Confidential and Security Policy of Curtin Singapore.

- C. For the avoidance of doubt, in the event that the Singapore personal data protection law permits an organisation such as Curtin Singapore to collect, use or disclose students' personal data without consent, such permission granted by the law shall continue to apply

## **2. Purposes for which Information is Used and Disclosed**

- A. Personal information and data may be used and disclosed, including to places outside of Singapore for the following purposes (collectively referred to as "Permitted Purposes"):
- i. To make decisions on acceptance of admission enrolment of students into Curtin Singapore and otherwise maintaining accurate Students' Data in student management system;
  - ii. To provide, operate, process and administer the contracted course delivery services to students or to process students' applications related the course delivery services and the stipulated rules and regulations;
  - iii. For Curtin Singapore to undertake activities related to the provision of Curtin Singapore's services to its students and to maintain service quality and train staff;
  - iv. To fulfil foreign and domestic legal, regulatory and compliance requirements (including tax obligations applicable to Curtin Singapore and disclosure to any stock exchange) and comply to any applicable agreement with or between foreign and domestic governments applicable to Curtin Singapore;
  - v. To verify the identity or authority of family members or next-of-kin relatives who contact Curtin Singapore or maybe contacted by Curtin Singapore regarding course delivery matters which may also form part of the Singapore Government Regulator's requirements;
  - vi. For risk assessment, statistical, trend analysis and planning purposes, including to carry out data processing, statistical analyses to ensure the continuous improvement of Curtin Singapore's education delivery services;
  - vii. To monitor and record issues and events with relevant students for quality, training, investigation and undesirable practice prevention;
  - viii. For crime detection, investigation and prevention actions;
  - ix. To enforce or defend the rights of Curtin Singapore, contractual or otherwise;
  - x. To perform internal management, to operate management information systems and to carry out internal and external audits;

- xi. To comply to contractual arrangements between partnering organisations of Curtin Singapore;
- xii. For marketing of Curtin Singapore's products and services where specifically consented to or where permissible under applicable laws or regulations;
- xiii. To fulfil operations requirements of Curtin Singapore for sharing data and information within Curtin University and partners and any other use of data and information for compliance to any applicable regulatory requirements;
- xiv. To fulfil obligation to make disclosure under the requirements of any law binding to Curtin Singapore for the purposes of any guidelines issued by regulatory or other authorities with which Curtin Singapore is expected to comply with; and
- xv. To fulfil obligation to make disclosure to any Singapore Government Agency as required by any statutory provision of law.

### **3. Parties to whom information may be disclosed to**

- A. Personal Information and Data may be disclosed where permitted by applicable law, to the following entities (inside or outside Singapore) for the Permitted Purposes or for processing in accordance with any Permitted Purposes on a need to know basis:
  - i. Any Government Agency or representatives of the Agencies as required by the Singapore Government Law;
  - ii. Any agent, contractor or third party service provider who provides administrative, mailing, telecommunications, business process, student's pass, data processing, payment or other services in connection with the operations of Curtin Singapore;
  - iii. Any entity which owns Curtin Singapore or partners of Curtin Singapore to the extent necessary to fulfil the relevant Permitted Purposes;
  - iv. Council for Private Education (CPE) who requires information from time to time in their role as regulator of the private education industry;
  - v. FPS insurance institution approved by CPE which is involved in insuring students' fees;
  - vi. Insurance Institution which is involved in providing the group medical insurance for students;
  - vii. Banks or any financial institutions which are involved in students' payments or electronic fund transfer of students' payments;
  - viii. Any party or person which has been given the authority by student to receive information regarding the student himself/herself;

- ix. For students who are below the age of 18 years old, all information will be made available to their parents or legal guardian without any student's authorisation required; and
- x. For the avoidance of doubt, in the event that the Singapore Personal Data Protection Act permits an organisation such as Curtin Singapore to collect, use or disclose students' personal data without consent, such permission permitted by the Act shall continue to apply.

#### **4. Item to Note**

- A. If any student does not wish for Curtin Singapore to use his/her personal data for the above Permitted Purposes or disclose his/her personal data to any of the Parties to whom information may be disclosed to listed in item 3, may withdraw his/her consent at any time by giving written notice to Curtin Singapore, pursuant to the Personal Data Protection Act 2012. However, depending on the circumstances and the extent of the withdrawal as the withdrawal of consent may result in Curtin Singapore's inability to provide the course delivery services as per Standard PEI-Student Contract and hence may result in the termination of the Standard PEI-Student Contract or other consequences of legal nature which may arise by virtue of student's legal relationship with Curtin Singapore.
- B. For any further information or clarifications regarding the contents of this Personal Data Protection Notice, please contact our Personal Data Protection Officer at the following contact mode:

- i. Email : [feedback@curtin.edu.sg](mailto:feedback@curtin.edu.sg)
- ii. Tel : 6593 8000

or

you can visit [www.pdpc.gov.sg](http://www.pdpc.gov.sg)

We look forward to providing all students with excellent quality education services with trust and confidence.

Issued by:

Quality and Compliance Department  
Curtin Singapore