

Data Protection Policy - The British Club

The purpose of this document (“Data Protection Policy”) is to inform you of how The British Club (“TBC”) manages Personal Data which is subject to Singapore’s Personal Data Protection Act (“the Act”). Please take a moment to read this Data Protection Policy 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 the TBC collecting, using, disclosing and sharing amongst themselves your Personal Data, and disclosing such Personal Data to 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 consents you may have previously provided to TBC in respect of your Personal Data, and your consents herein are additional to any rights which the TBC may have at law to collect, use or disclose your Personal Data.

TBC may from time to time update this Data Protection Policy to ensure that this Data Protection Policy is consistent with our future developments, 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 the Data Protection Policy as updated from time to time. Please check back regularly for updated information on the handling of your Personal Data.

1. Personal Data

- i. 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.
- ii. 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

- i. Generally, we collect Personal Data in the following ways:
 - a. when you submit an application form or renewal form relating to membership in the TBC;
 - b. when you interact with us, for example, via telephone calls, letters, face-to-face meetings and emails;
 - c. when you use some of our services or resources, for example, websites and any online accounts with us;
 - d. when you request that we contact you, be included in an email or other mailing list; and;
 - e. when you submit your Personal Data to us for any other reasons.
- ii. When you browse our website, you generally do so anonymously but please see the section below on cookies. We do not at our website automatically collect Personal Data unless you provide such information. We do use Google Analytics to collect statistical data anonymously which is used purely for analytical purposes.
- iii. If you provide us with any Personal Data relating to a third party (e.g. information of your spouse, children, parents, and/or employees), by submitting such information to us, you represent to us that you have obtained the consent of the third party to provide us with their Personal Data for the respective purposes.
- iv. 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

- i. Generally, TBC collects, uses and discloses your Personal Data for the following purposes:
 - a. responding to your queries and requests;
 - b. managing administrative and operations and complying with internal policies and procedures;
 - c. matching any Personal Data held which relates to you for any of the purposes listed herein;
 - d. handling requests and enquiries;
 - e. organising events;
 - f. 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 TBC; and

