

PRIVACY POLICY

The Nature Society (Singapore) (“**NSS**”) is a non-profit organisation with the twin missions of promoting nature appreciation and conservation in Singapore and the surrounding regions. NSS is registered as a charity (Registration Number 2082) and is also an Institution of Public Character (Registration Number 000639). Its registered address is 510 Geylang Road, #02-05 The Sunflower, Singapore 389466.

1. Definitions

“**PDPA**” means the Personal Data Protection Act 2012 of Singapore;

“**personal data**” shall have the same meaning ascribed to it by the PDPA; and

“**Related Party**” means office holders, members, employees, agents, independent contractors and/or service providers of NSS.

2. Collection, Use and Disclosure of Personal Data

2.1. Your personal data is private and confidential. We may collect, use or disclose your personal data for the following purposes:

1. Provide membership services to you;
2. Organise events and activities;
3. Keep you up to date with news;
4. Disseminate information;
5. Maintain records;
6. Provide administrative support;
7. Facilitate billing and collection of membership fees and other relevant charges;
8. Administering and monitoring our information technology (“**IT**”) systems (collectively “**System**”);
9. Improve our membership services, aggregate and analyse data and support our operations;
10. Comply with applicable law or any legal process served on us;
11. Enforce and investigate potential violations of NSS’s rules or of applicable law;
12. Protect the rights, property or safety of NSS, its office holders, members, employees, agents, independent contractors, service providers or the public and or
13. For purposes ancillary to the above.

By providing your personal data to us, you consent to the collection, use and disclosure of your personal data for the purposes set out above.

3. Your rights regarding your personal data

3.1. To the extent provided by the PDPA, you have the right to view or obtain a copy of your personal information in our possession, subject to the exceptions of the Fifth Schedule to the PDPA. If you request copies, we may charge you a fee for the cost

of copying, mailing or other related supplies.

- 3.2. If you believe that information in our records is incorrect or if important information is missing, and to the extent provided by the PDPA, you have the right to request that we correct your records. You may do this by submitting a request in writing that provides your reason for requesting the amendment. We will make a correction as soon as practicable unless we are satisfied on reasonable grounds that a correction should not be made, which would be subject to the exceptions of the Sixth Schedule to the PDPA.
- 3.3. To the extent provided by the PDPA, you have the right to a list of those instances where we have disclosed personal data about you. You may do this by submitting a written request. The request must state the time period desired for this accounting.
- 3.4. Where you have previously consented to the use or disclosure of your personal data, you may request in writing to withdraw such consent except in situations when specifically authorised by you, when required by law, or in an emergency. We cannot comply with your request when we are legally required to do otherwise. All written requests should be submitted to our Data Protection Officer with contact details set out at paragraph 10 below.

4. IP Addresses

- 4.1. We collect and log the internet protocol (“**IP**”) address of all visitors to our website or users of our mobile phone applications (“**Apps**”). An IP address is a number automatically assigned to your computer whenever you access the Internet. IP addresses allow computers and servers to recognise and communicate with one another. We collect IP address information so that we can properly administer our System and gather aggregate information about how our System is being used, including the pages visitors are viewing. This aggregate information may be anonymised and shared with third parties. To maintain your anonymity, we do not associate IP addresses with records containing personal data. We will use IP address information, however, to personally identify you in order to enforce our legal rights or when required to do so to comply with the law.

5. Cookies

- 5.1. “**Cookies**” are small pieces of information that some websites store on your computer’s hard drive when you visit them. Like many other websites, our System may use cookies to provide us with information relating to the sources of our website traffic. A cookie may be used to tell when your computer has contacted our website. NSS uses the information for administration purposes.

6. Protection of Personal Information

- 6.1. All personal data that you provide to NSS will be encrypted. The encryption means that your data is protected while it is being transferred over the Internet to our servers.

7. Third Parties

- 7.1. Except as noted above, NSS does not provide any third party access to your IP address and email address.
- 7.2. We may provide third parties with anonymised aggregate statistics about our visitors, traffic patterns and related website information. This data reflects site-usage patterns gathered during visits to our website each month, but it does not contain behavioral or identifying information about you unless you have given us permission to share that information.

8. Aggregate Information

- 8.1. We may use general traffic, site usage and length-of-stay information in reports to third parties with which we have a business relationship. This sort of information is anonymised, shared only in aggregate and does not personally identify you.

9. Communications

- 9.1. We may provide you with the opportunity to receive communications from us or third parties via email or mobile phone communication.
- 9.2. Communication that you send to us via the email links from our website or via our App may be shared with a NSS Related Party that is most able to address your inquiry. We make every effort to respond in a reasonable and timely fashion once communications are received. Once we have responded to your communication, it is discarded or archived, depending on the nature of the inquiry.
- 9.3. The email functionality via our website does not provide a completely secure and confidential means of communication. Despite having made reasonable security arrangements to secure your personal data, it is possible that your email communication may be accessed or viewed by another Internet user while in transit to us.
- 9.4. You may decide at some point that you no longer wish to receive communications from us. If the mailing does not have an email cancellation form and you wish to stop receiving communications from us, send an email message or regular mail to our Data Protection Officer with contact details set out at paragraph 10 below.
- 9.5. We may utilise video conferencing technologies to communicate with you. Please be aware that when you use video conferencing technologies, you or our staff may be required to discuss or display your personal data that has been stored in our system. Your personal data may be discussed over a voice over internet protocol (“VoIP”) connection. The risk of discussing your personal data over a VoIP connection includes but is not limited to the use, dissemination, distribution, printing or copying of the personal data by persons or entities other than NSS. By accessing and utilising video conferencing technologies you are doing so at your own risk and with the knowledge that NSS cannot guarantee the security of such communications.

10. Data Protection Officer

- 10.1. If you have a complaint, problem or request, or if you believe your privacy rights have been violated, please contact:

NSS Data Protection Officer

Email: dpo@nss.org.sg

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