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Cc:  
Bcc:  
Subject: **Woh Hup Trust Personal Data Protection policy**

During the course of processing donation application and discussion with the charitable organization appealing for financial assistance, together with cheque presentation to the selected charitable organizations, we are collecting, using and retaining personal data. During the annual donating cheque presentation event, photographs of the representatives of beneficial charitable organizations may be taken and posted on our official website. Here is our policy statement:

## **1. Collection and Purpose**

1. Personal data will be collected only for the relevant purposes of the company and for the compliance with all applicable laws, including reporting to regulatory entities. We collect and use personal data for the purpose of Donation for Tax Deduction. As stated in the Charities Acts, all approved IPCs are required to keep track and submit to IRAS annually the details of all tax-deductible donations given during the year by January of the following year. The details to be given in respect of each donation are:
  - . Donor's name, Tax reference Number for both individual and corporate donor (e.g. NRIC No./FIN/UEN), address (optional)
  - . Date and amount of tax deductible donation
  - . Receipt number
  - . Type of donation
2. We also collect and use personal data for the evaluation of the related charitable organization for their appeal for financial assistance.
3. Photographs may be taken of attendees at our functions or events for publication in our internal newsletter and or uploaded to our website that deemed consent of the attendees.

## **2. Disclosure**

1. We may disclose personal data to auditors, regulators, law enforcement and government agencies. We may disclose personal data to the following parties:
  - . IRAS and relevant government agencies for the purpose of processing of all tax-deductible donations received.
  - . Our employees/volunteers for the purpose of carrying out their duties
  - . The auditors for the purpose of auditing and verification.
  - . The Group of Companies.

## **3. Retain**

1. We retain personal data in accordance with legal, regulatory, business and operational obligations.
2. We take steps to provide security and protection of personal data pertaining to data confidentiality, data integrity and data availability and to avoid unauthorized access.
3. We will only collect, use, disclose, store and transfer personal data for the it's stated purposes with their consent or as allowed or required by law.
4. If you are receiving our emails, we may have collected your data during the course of our business relationships in pursuing of charitable initiatives and other related programmes. We shall continue to use the data for the same purpose. If you like to withdraw your consent, please feel free to contact our Manager.