

Data Protection Notification Statement – Students and Applicants For YPLS Courses

The YPLS School of Learning (YPLS) is committed to protect the privacy of your personal information. By providing your personal data to us, you are consenting to the collection, use and disclosure as described in this statement.

YPLS manages and administers courses in YPLS, including processing applications for the admission of candidates to YPLS. In order to do this, YPLS will necessarily need to collect, use, disclose and/or process certain personal data or personal information about the individual and where applicable of the individual's parent and/or guardian.

A. Types of Personal Data We Collect

YPLS request information from you in several ways such as through our website, application forms, email, social media, fax and/or other channels that may be used to personally identify you, including but not limited to:

1. Your personal information such as your name, NRIC/FIN/Passport number and details, date of birth, gender, religion;
2. Your contact information such as postal addresses, email addresses, telephone and fax numbers;
3. Your family information such as parents and siblings names, their dates of birth, nationalities, occupations, income, NRIC/FIN/passport numbers if applicable;
4. Your educational background such as schools attended, course of study, period of study and academic results;
5. Your Fee Protection Scheme information, including details of Bank Account.
6. Your photocopies verifying details of the above

B. Purposes for which the Personal Data is Collected, Used and Disclosed

YPLS may use the personal data for one or more of the following purposes:

1. To process and evaluate your application for admission with YPLS in relation to courses conducted by YPLS.
2. To make any offer of acceptance to the courses in YPLS
3. For the supply of any goods and/or services which YPLS may offer to you or you may require from us such as Student Pass application, exam registration, bankers guarantee processing etc.
4. For identification and verification purposes in connection with any of the goods and/or services that may be supplied to you;
5. To carry out due diligence or other screening activities (including background checks) in accordance with legal or regulatory obligations or risk management that may be required by law or that may have been put in place by YPLS, including the obtaining of references and/or other information on applicants from other parties.
6. To contact you regarding your enquiries and /or feedback;
7. For the conduct of statistical studies and analysis by YPLS
8. To carry out market related or similar research and analysis for YPLS's operational strategy and policy planning purposes;
9. To keep you informed of YPLS initiatives, news and events updates through YPLS communication channels such as circulars, memos, email, letters etc.

10. To disclose to a third party to comply with any law, legal requirements, orders, directions or request from any court, authority or government body of any jurisdiction, which may be within or outside Singapore
11. To help YPLS improve our services to you.

C. Withdrawal of Consent

If you no longer wish to receive messages of a marketing nature from YPLS via circulars, letters, voice call, text and/or fax messages, you may request to withdraw your consent by submitting the Withdrawal Of Consent Form

D. Updating Responsibility

It is your responsibility to inform YPLS as soon as possible if any data we hold about you requires updating. We also collect, at registration or orientation, the contact details of a person nominated by you for emergency contact purposes. You must notify them that we are holding this data which will only be used in an emergency.

E. Retention of Data

YPLS will retain your full student record for the duration of the period as determined by authorities after you have left YPLS so that YPLS can fulfil our function of recording details of the awards we make, and provide details of your education and references when asked to do so. After the end of duration required, YPLS will only retain transcript data in order to confirm details of your award.

F. YPLS Privacy Policy

“YPLS is committed to maintaining the confidentiality of the student's personal information and undertakes not to divulge any of the student's personal information to any third party without the prior written consent of the student SUBJECT TO the obligation of YPLS to disclose to any Singapore government authority any information relating to the student in compliance with the law and/or to the organisation conferring/awarding the qualification.”

If the Student/Applicant has any questions relating to YPLS's collection, use and disclosure of the Student/Applicant's personal data, the Student/Applicant may contact the Data Protection Officer at ypls@singnet.com.sg or call 62532393.

CAREFULLY READ THE ABOVE CONTENTS OF THIS DOCUMENT. BY SIGNING BELOW, YOU ACKNOWLEDGE THAT YOU HAVE READ AND FULLY UNDERSTAND THE CONTENTS OF THIS STATEMENT AND YOU HEREBY GIVE YOUR CONSENT AS SET OUT ABOVE AS WELL AS CONSENT TO YPLS COLLECTING, USING, DISCLOSING, PROCESSING, YOUR PERSONAL DATA FOR ONE OR MORE OF THE PURPOSES DESCRIBED IN THIS STATEMENT

Name and Signature of Parent/Guardian

Date :

Name and Signature of Student/Applicant

Date :