Yale-NUS College* Personal Data Notice for Students under the Yale-NUS College Student Associate Programme (SAP)

*Yale-NUS College is an autonomous college within the National University of Singapore.

In connection with the Personal Data Protection Act, I agree to my personal data (that is in the possession of YALE-NUS COLLEGE and that I may provide YALE-NUS COLLEGE in the future) being collected, used and disclosed by YALE-NUS COLLEGE for the purposes of:

1) Processing, administering, managing and/or terminating my employment relationship with YALE-NUS COLLEGE including for recruitment, training, employment benefits, payroll administration, performance appraisal (including general monitoring of performance for all staff, and in respect of Academic Staff for evaluation for reappointment, tenure and/or promotion), administrating and dealing with disciplinary proceedings in relation to any misconduct or unlawful conduct within YALE-NUS COLLEGE, dealing with conflict of interests, personal and career development, and such ancillary matters relating to my health, general well-being and welfare as staff of YALE-NUS COLLEGE;

2) Facilitating communication with me or my nominated contacts in an emergency;

3) Managing YALE-NUS COLLEGE’s infrastructure and operations, including disclosure and processing necessary for YALE-NUS COLLEGE to conduct its activities, including but not limited to responding to third party requests pursuant to contractual requirement and engaging of outsourcing companies;

4) Maintaining campus safety and security of persons and property (including the use of CCTVs), as well as investigating any alleged or actual fraud, misconduct or unlawful conduct within YALE-NUS COLLEGE;

5) Carrying out due diligence or other monitoring or screening activities (including background checks) in accordance with legal or regulatory obligations or risk management procedures that may be required by law or that may have been put in place by YALE-NUS COLLEGE;
6) Complying with legal or regulatory obligations or YALE-NUS COLLEGE’s internal policies and procedures (including regulatory reporting in accordance with statutory obligations that may be required by law), as well as responding to requests for information from Ministries, public agencies, statutory boards or other similar authorities from time to time;

7) Responding to legal process, pursuing legal rights and remedies, defending litigation and managing complaints or claims;

8) Storage, hosting, back-up and disaster recovery;

9) Carrying out and performing YALE-NUS COLLEGE’s obligations in its contracts with current/potential partners and/or other third parties, which may require exchange of personal information of staff with such counter-parties;

10) Administrative purposes including, without limitation, processing, facilitating and making arrangements for business travels, or processing payment to ex-staff, and managing and administering the security control and access rights to YALE-NUS COLLEGE’s premises;

11) Processing and/or administering internal secondments/ transfers of staff between affiliates;

12) Managing, facilitating and administering activities that are conducted or offered by YALE-NUS COLLEGE and/or external entities which may include the disclosure of my information to YALE-NUS COLLEGE’s Development Office, other YALE-NUS COLLEGE units and/or such external entities for the participation in social and welfare programmes, donation and/or other charity activities;

13) Taking of photographs and/or videos (whether by YALE-NUS COLLEGE staff or third party photographers and/or videographers) during events or seminars organised by YALE-NUS COLLEGE or its affiliates for publicity purposes (including in YALE-NUS COLLEGE’s publicity and communications materials); and

14) Disclosing and transferring data to any third party service providers, agencies (which may be sited out of Singapore) that provide administrative, data processing, computer or other services to YALE-NUS COLLEGE.
15a) I understand and acknowledge that my personal data will/may be disclosed by YALE-NUS COLLEGE to third party service providers or agents (whether in Singapore or elsewhere in the world where such service providers are sited) for one or more of the abovementioned purposes, as such third party service providers or agents, if engaged by YALE-NUS COLLEGE, would be processing my personal data for YALE-NUS COLLEGE, for one or more of the abovementioned purposes.

15b) I further understand and acknowledge that YALE-NUS COLLEGE may retain my personal data upon termination of my employment relationship for any residual employment-related activities (for e.g., the provision of references, processing of applications for re-employment, record keeping purposes, matters relating to retirement benefits and allowing YALE-NUS COLLEGE to fulfil any of its contractual or statutory obligations).

15c) I consent to the collection, use and disclosure of my personal data for the above purposes and I will ensure that my personal data is correct and true by keeping my personal information as declared by me to YALE-NUS COLLEGE up to date at all times.

15d) I further declare and warrant the following:

i) That for any personal data of any other individuals disclosed by me in connection with processing, administering, managing and/or terminating my employment and ancillary matters relating to my general well-being and welfare, prior to disclosing such individuals’ personal data to YALE-NUS COLLEGE, I have obtained the appropriate consent from the individuals whose personal data are being disclosed, to permit YALE-NUS COLLEGE to collect, use and disclose such personal data for the purposes related thereto; and

ii) That for any data that I collect or have access to in the course of my work, I would use and disclose the information in compliance with the obligations under the Personal Data Protection Act and other confidentiality requirements imposed on me.

I understand and acknowledge that the terms set out in this statement shall be incorporated by reference to and form part of my contract to work part-time under the Student Associate Programme at YALE-NUS COLLEGE.