



## **DATA PRIVACY STATEMENT**

LLF respects and honours the privacy of our stakeholders which includes our donors and volunteers, partners and participants, patients and caregivers; and we are committed to protect your rights. If you are only browsing LLF website, we do not capture data that allows us to identify you individually.

### **1) Personal Data**

Your personal data includes your name, NRIC, passport or other identification number, telephone number(s), mailing address, email address, bank account information, credit card information and any other information relating to you which you have provided us in any forms you may have submitted to us, or in other forms of interaction with you.

### **2) Collection, Use and Disclosure**

As required, we will share the necessary data with the relevant Government agencies carrying out public functions (e.g. IRAS) so as to serve you in the most efficient and effective way, unless such sharing is prohibited by law.

We will NOT share your personal data with entities which are not authorised to carry out specific services and the sharing of your personal data is necessary in order for the entities to do so.

### **3) Confidentiality**

To safeguard your personal data, all storage and transmission of personal data are secured with appropriate administrative control and security technologies. Only authorised personnel have access to the records and database.

### **4) Retention of your Personal Data**

Your personal data will only be retained as necessary for the effective delivery of services to you, audit purposes and in accordance to the statutory requirements in Singapore.



## 5) Your Obligation and Rights

It is your obligation to ensure that all personal data submitted to us is complete, accurate, true and correct.

You may request to (a) access your personal data currently in our possession, (b) to correct or update your personal data. Upon necessary verification, we will update the records or furnish the information accordingly.

You may withdraw your consent for the collection, use and disclosure of your personal data in our possession by giving reasonable notice to us.

If you do not wish to receive any more appeal letters from us, you may withdraw or opt-out from our mailing list accordingly:


- (i) email us at [service@llf.org.sg](mailto:service@llf.org.sg)
- (ii) mail your written instruction/form to our office

## 6) How to Contact Us

For enquires or feedback on our data protection policies and procedures, please contact:

**Data Protection Officer (DPO)**  
**Leukemia and Lymphoma Foundation**  
10 Sinaran Drive #10-20  
Novena Medical Center  
Singapore 307506

 [dpo@llf.org.sg](mailto:dpo@llf.org.sg)

 +65 6397 2394



## PERSONAL DATA NOTICE & CONSENT (For Events and Activities)

1. The information you provide in the Registration Form is to enable LLF to:
  - a) register and contact you about your attendance at the event;
  - b) carry out administrative and planning activities for the event;
  - c) plan and develop future activities and opportunities;
  - d) allow the compilation of statistics and relevant event promotion;  
(hereinafter referred to collectively as "Purposes")
  
2. Your personal data may be disclosed by LLF to its third-party service providers, agents or collaborators for one or more of the above Purposes, as such third-party service providers, agents or collaborators, if engaged by LLF, would be processing your personal data for one or more of the above Purposes.
  
3. By submitting your Registration Form, you:
  - a) consent to LLF collecting, using, disclosing and/or processing your personal data for the Purposes as described above;
  - b) consent to LLF disclosing your personal data to its third-party service providers, agents, or collaborators (including social media), for the Purposes as described above;
  - c) grant LLF the permission to capture photos and videos, and the use of the images and videos for future publicity and/or educational purposes. Any usage of these materials will be in accordance with the provision of the Personal Data Protection Act (PDPA).
  - d) have read and understood the above provisions.
  
4. LLF seeks to include each event participant's name, affiliation and full contact details into the LLF Mailing List to enable dissemination of information about future activities and opportunities.

Should you wish to withdraw your consent to be contacted for this purpose stated above, please indicate your intent to withhold consent by informing us via email or written notice. Please allow 5 business days for your withdrawal of consent to take effect.

- (i) email us at [service@llf.org.sg](mailto:service@llf.org.sg)
- (ii) mail your written instruction/form to our office:  
Leukemia and Lymphoma Foundation  
10 Sinaran Drive #10-20  
Novena Medical Center  
Singapore 307506