

MMI Data Protection Policy

MMI Data Protection Policy

Modern Montessori Preschool adheres to the PDPA act 2012 in protecting our Parents & Children's personal data.

1. Collection, use and disclosure of your personal data

1.1 Collection of your personal data

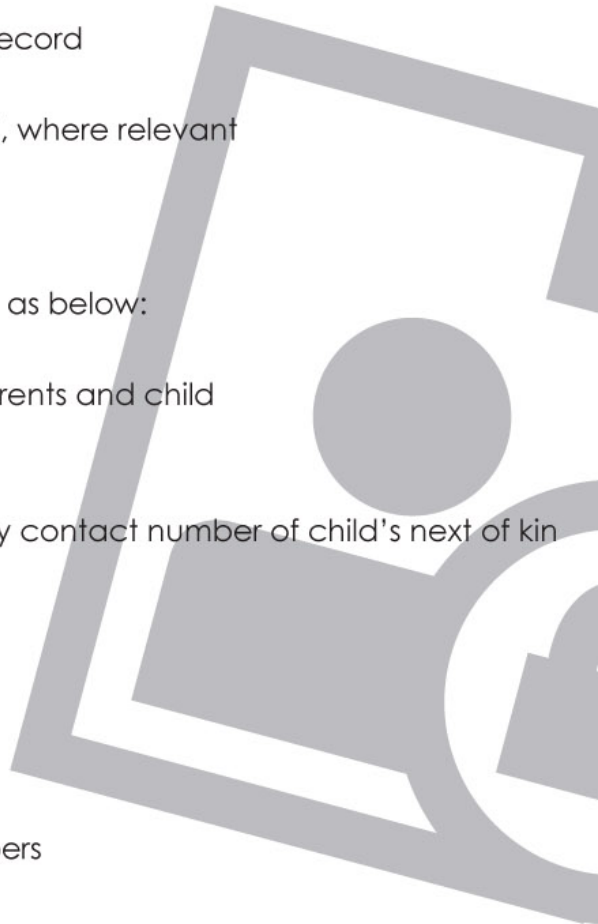
We may collect your personal data through the following avenues:

- When you call/email our centre or submit an online form to enquire about our school services
- When you register for our preview/workshops
- When you walk in for an onsite orientation of our centre
- When you fill up the registration form for your child's enrolment in our school
- When you submit supporting documents for your child's enrolments in our school
- When we collect information from you for specific school activities (e.g. field trip, graduation concert, "Passport to the World" etc)
- When we collect your child's photograph/video during school activities such as festive/birthday, outing, outdoor activities
- When we collect information for parent feedback/survey/PTM and other parent involvement activities
- When we collect information for submission to government authorities such as the Early Childhood Development Agency (ECDA)
- When we collect information for school fee subsidy application.
- When we collect information to facilitate payment of school fee (e.g. GIRO payment)
- When we collect your child's required medical record
- When an emergency arises involving your child
- When your child image is captured by our CCTV, where relevant
- Other collection channels

1.2 The types of Personal Data collected

The possible types of personal data collected are as below:

- a. Full Name of parents and child
- b. NRICs, nationality, race, date of birth of parents and child
- c. Photograph of parents and child
- d. Video Image of parents and child
- e. Mobile numbers of parents and emergency contact number of child's next of kin
- f. Email address of parents
- g. Residential address/house type
- h. Residential telephone number
- i. Educational qualification of parents
- j. Employment/income record of parents
- k. Health record of child
- l. Relevant information of other family members
- m. Other relevant information



1.3 Purposes of Collection, use and disclosure of personal data

We may use your personal data for the following:

- To follow up with you on your enquiry about enrolling your child
- To create your child's enrolment record in our centre
- To file your child's enrolment record with ECDA
- To apply for childcare subsidy
- To facilitate your payment of school fee (e.g. GIRO application)
- To facilitate the implementation of our school programmes
- To facilitate parent's communication
- To facilitate activities that may involve external vendors e.g field trip, concert etc
- To expedite attention to emergency or medical situation
- To create marketing collaterals such as MMI website, MMI Facebook, brochure, print advertisements etc. using your child's photo/video
- To provide your child's portfolio for centre display, exhibition, competition and other related purposes.
- Other purposes

1.4 Consent and Notification

- 1.4.1 When you provide us with your contact number while making enquiry about enrolling your child in our centre, you are deemed to have given us the necessary consent to follow up with you about your child's enrolment via the contact numbers provided.
- 1.4.2 When you enroll your child in our centre, you are deemed to have given the necessary consent to MMI to use your personal data for the purposes listed in 1.3.
- 1.4.3 We will notify you when your personal data is used for specific purposes.

1.5 Withdrawal of Consent

- 1.5.1 You may at any time withdraw your given consent.
- 1.5.2 To withdraw your consent, please approach our receptionist for the withdrawal form.
- 1.5.3 You must give reasonable notice for withdrawal.
- 1.5.4 On receipt of the notice of withdrawal, we will inform you of the consequent withdrawal.
- 1.5.5 We are not liable for any consequences resulting from the withdrawal of consent.

1.6 Access of your Personal Data

- 1.6.1 Upon your request, we will provide you with the complete set of your personal data under our possession.
- 1.6.2 We will also provide information on use/disclosure of your personal data based on intent.
- 1.6.3 We will charge a reasonable fee for 1.6.1 and 1.6.2 based on the incremental cost of responding to your request.
- 1.6.4 It is important that access to your personal data will not infringe on the privacy of others.

1.7 Correction of your Personal Data

1.7.1 We will correct an error or omission in your personal data under our possession.

1.7.2 With your consent, we will send the corrected data to the organizations that we have disclosed your personal data to within a year before the date of correction, unless the organization does not need the corrected personal data.

1.8 Accuracy of your Personal Data

1.8.1 Please ensure the accuracy of your personal data that you provide us with.

1.8.2 We will take appropriate and reasonable steps to ensure the accuracy and the completeness of your personal data.

1.9 Protection of your Personal Data

1.9.1 We will protect your personal data under our possession by making reasonable security arrangements to prevent unauthorised access, collection, use, disclosure, copying, modification, disposal and other similar risks

1.9.2 Our security arrangements include administrative measures, physical measures and technical measures.

1.10 Retention of your Personal Data

We will cease to retain your Personal Data when the purpose for which the personal data was collected is no longer being served by its retention and the retention is no longer necessary for legal or business purposes.

1.11 Transfer of Personal Data out of Singapore

We will not transfer your Personal Data out of Singapore.

1.12 Transparency

1.12.1 Our Data Protection policies are accessible through our website and our school handbook.

1.12.2 You can contact the Data Protection Officer via email DPO@modern-montessori.com should you need any clarification of our Data Protection Policy.

2. Complaint Procedure

2.1 Please write to DPO@modern-montessori.com if you wish to lodge a complaint about collection, use or disclosure of your personal data

2.2 We will ensure fast and appropriate handling of the complaints so that the results are satisfactory and acceptable to all parties

2.3 Our procedures for complaints investigation are as follows:

- a. Initial handling of the complaints
- b. Assessing the complaints
- c. Investigating the complaints
- d. Responding to complaints
- e. Taking corrective action

