

Last Updated: October 2021

Thank you for visiting the Tanglin Rugby Club Website.

We are a Society registered in the Republic of Singapore and a registered office at 21 Greenwood Lane, Singapore, 286949. We conduct sports and outdoor recreational activities for children for the purposes of training as well as participation in events and / or tournaments (collectively referred herein as “Activities”). In addition, we collaborate with international charities to help children beyond our local community.

## **1. OVERVIEW**

1.1 This is the **TANGLIN RUGBY CLUB** Privacy Policy.

1.2 This Privacy Policy applies to the <http://www.tanglinrugbyclub.com/> Website and describes the types of Personal Data we collect, process, use and disclose in accordance with the Personal Data Act 2012 (No. 26 of 2012) (“**PDPA**”).

## **2. AGREEMENT TO OUR PRIVACY POLICY**

2.1 Please read this Privacy Policy to understand how we collect, process, use, protect or otherwise manage your Personal Data in accordance with our websites.

2.2 By accessing our Website and using our Services: -

- (i) You signify that you have read and understood this Privacy Policy; and
- (ii) You hereby agree and consent to **TANGLIN RUGBY CLUB**, its related affiliates as well as our respective representatives (collectively referred to herein as “TRC”, “we”, “our”, “us”) collecting, using, disclosing and sharing your Personal Data amongst themselves and also with TRC’s authorized partners and / or relevant third parties as set forth in this Privacy Policy.

2.3 This Website is maintained by us. TRC will amend this Privacy Policy from time to time. We may change, modify, add or remove any part of the terms to this Privacy Policy. Changes to any of these terms in this Privacy Policy shall be posted on this page. You are encouraged to check back periodically for such changes.

2.4 The use of our Websites after such changes will constitute your acceptance and agreement to such changes made and the modified terms in this Privacy Policy.

## **3. YOUR PERSONAL DATA**

3.1 “Personal Data” refers to any data or information that relates to an identified or identifiable individual to which we have or are likely to have access.

#### **4. TYPES OF PERSONAL DATA**

4.1 By interacting with us, submitting information to us or signing up for any of our Activities, services and / or promotions offered by us, you may be asked to provide us with your personal particulars as appropriate.

4.2 Such personally identifiable information may include as follows: -

- (a) Your full name, NRIC (only if required by law or to verify an individual to a high degree of fidelity), passport or other identification number, contact number(s), mailing address and email address;
- (b) Your photograph(s) or video image(s);
- (c) Your occupation and education background;
- (d) Your payment method information (i.e. your credit or debit card and / or bank account information);
- (e) Information about your usage of our Websites (i.e. page views statistics and traffic history to and from our Websites); and
- (f) Information on your social media user name(s).

4.3 You should ensure that such information provided to us is true, complete and accurate.

#### **5. USE OF COOKIES**

5.1 Our Websites uses cookies to store and track information about you when you access our Websites. Cookies enable us to remember and authenticate you as you navigate our Websites, to facilitate fraud / money laundering prevention and detection, to manage other commercial risks as well as to enhance your overall experience through Site features and services. We may also use third party Analytics e.g. Google Analytics to analyse and collate information on User activities and trends.

5.2 This may include monitoring User profiles, the frequency of use and your preferred sites.

5.3 Such information may include as follows: -

- (a) Browser and device data, such as your IP address, Internet browser type and membership account details, but only to the extent that TRC may identify you from such information; and
- (b) Usage data on your preferred Sites, language settings, pages viewed, web-links clicked and pages that have brought you to our Website.

5.4 Disabling cookies may prevent you from entering certain part(s) of our Website.

## **6. THIRD-PARTY WEBSITES**

6.1 Our Website may contain links to websites operated by third parties, for example but not limited to: TeamSnap.com, Arena Teamwear.

6.2 Further thereto, we may send out various links operated by such third parties containing requests to you for the purposes of collecting your Personal Data when you sign up with us for club membership and Mass Participation event registration in regard to our Activities and Services.

6.3 You are encouraged to read their privacy policies to understand their practices in managing your Personal Data.

## **7. ACTIVITIES**

7.1 For the avoidance of doubt, the aforementioned Activities shall include those listed on our Website i.e. Rugby, Touch, and Events. These cover recreational and competitive training, matches, leagues, tournaments as well. Included within our Activities but not via the website is the collection of Personal Data from individuals and entities hiring TRCs facilities.

7.2 You are encouraged to check back periodically or to contact TRC for details of any changes and / or new Activities.

## **8. PURPOSE FOR THE COLLECTION, USE AND DISCLOSURE OF YOUR PERSONAL DATA**

8.1 We use your Personal Data for the purpose of facilitating business relationships in compliance with financial and legal regulatory obligations.

8.2 This may include as follows: -

**(i) Contractual purposes for legitimate business interests**

This is mainly to enable us to enter into business relationships with prospective TRC clients and/or suppliers and to perform our contractual obligations as stipulated in the contracts that we may have with them;

**(ii) The completion of payment transactions and related services**

This is for the purposes of processing payments for our sporting classes, tournaments, membership and other related promotions and services;

**(iii) Marketing purposes**

This is to allow us to send you marketing communications about our products, classes, events and tournaments as well as to notify you of promotions or to invite you to participate in our surveys, marketing campaigns or otherwise to communicate with you for marketing purposes; and

**(iv) Maintaining your membership account with us**

This is to help us process your online membership application, verify your personal particulars and payment transactions in relation to our membership services, provide you with the goods and services you have purchased and signed up for as well as notifying you of any changes or developments to our Privacy Policy or any other administrative information.

8.3 TRC does not disclose or sell your Personal Data under any circumstances. TRC will only share your Personal Data as necessary with trusted entities such as reliable marketers or affiliated third parties.

8.4 These may include third party service providers such as banks and payment method providers to ensure safe transactions or partners whom we may tie up with for fund other related causes.

## **9. PERSONAL DATA PROTECTION RIGHTS**

9.1 You may have certain rights with regard to the Personal Data we hold and manage about you.

9.2 Pursuant to section 21 of the PDPA: -

### **Access to and Correction of Personal Data**

(a) **Access** - you have a right to know whether we hold in our possession your Personal Data and if we do, you may access such data we hold about you as well as certain information about how we use it and who we share it with.

(b) **Correction** - you have a right to request that TRC corrects or updates any Personal Data held about you that is inaccurate, incomplete or outdated.

9.3 You may further request us to restrict the use or remove your Personal Data in certain circumstances in accordance with the PDPA.

9.4 You may also share with us your feedbacks and / or concerns and we shall endeavour to assist you within reasonable time.

9.5 To exercise any of your rights, please notify us at: - [membership@trc.sg](mailto:membership@trc.sg)

9.6 We shall comply with your request to the extent required by the PDPA and applicable law.

## **10. PROTECTING YOUR PERSONAL DATA**

10.1 TRC strives to protect your Personal Data through the use of reasonable enforcement measures against unauthorised transmission. Unfortunately, we cannot guarantee security of your Personal Data as transmission of information over the Internet is not 100% secure. We would like to draw to your attention that any transmission is at your own risk.

## **11. MINORS**

11.1 TRC is unable to distinguish the age of Users who access our Website. As our goods and services are also directed at children under the age of 16, we shall erase the Personal Data of a minor or terminate the minor's membership account if we become aware that information has been collected from such person(s) or if such account(s) have been set up without parental or guardian consent as such.

11.2 If you come to know of the same before us, you should contact TRC immediately to remove the relevant data of the minor(s).

## 12. CONTACT US

12.1 If you have any queries on the foregoing or requests relating to your rights as stipulated in this Privacy Policy statement, do not hesitate to contact TRC in writing referencing 'TRC Privacy Policy' at our mailing address **21 Greenwood Lane, Singapore, 286949.**

12.2 Alternatively, you may drop us an email at <mailto:membership@trc.sg>

## 13. GOVERNING LAW

13.1 This Privacy Policy shall be governed by, and construed in all accordance with, the laws of Singapore.

13.2 You agree to submit to the exclusive jurisdiction of the courts in Singapore.