



## Church of Our Saviour Missions Department

### Data Privacy & Protection Policy for Mission Trippers

Organizations are required to comply with the data protection obligations under the Personal Data Protection Act (PDPA). Therefore, we request all *Mission Trippers* to abide by the requirements listed below which seek to safeguard the personal data of everyone.

“**Personal data**” means data, whether true or not, about an individual who can be identified either from that data and or from other information to which COOS has or is likely to have access. Examples include the contact information or photos of an individual, etc. All personal particulars and information concerning staff, missionaries, *Mission Trippers* and other individuals (including foreigners) is confidential.

“**Confidential**” means that we are not permitted to disclose their names or talk about them in ways that will make their identity known. No information may be released without appropriate authorisation.

Church of Our Saviour, Missions Department expects *Mission Tripper* to ensure confidentiality of personal data listed below, including but not limited to:

1. Respect the privacy of everyone by demonstrating good judgement and care to avoid unauthorised or inadvertent disclosures of personal information.
2. Not release any personal particulars including the contact details of anyone without first seeking permission from the individual concerned.
3. Not post any **photos and/or videos on social media platforms** without prior consent from both the individual(s), the Missions Department, and the Field Partners.
4. Photos or ministry information from **Creative Access Nations**, shouldn't be disclosed to protect the ministry and the persons involved in those nations.

Church of Our Saviour, Missions Department is appreciative of all of the works our *Mission Trippers* are doing to reach the nations for Christ.



## **APPENDIX - NON-DISCLOSURE POLICY GUIDELINES**

1. The *Mission Tripper* agrees to take reasonable steps to prevent the disclosure or unauthorised use of Confidential Information and image to prevent Confidential Information from becoming available in the public domain or the possession of persons not owing a duty of confidentiality to COOS (“duty of confidentiality”).
2. The non-disclosure policy guidelines listed in this Appendix are governed by and shall be construed in accordance with the laws of Singapore.

### **Mission Trip Information**

Trip Code:

Country: \_\_\_\_\_

Location: \_\_\_\_\_

Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(dd) (mmm) (yyyy)

End Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(dd) (mmm) (yyyy)

## **ACKNOWLEDGEMENT AND CONSENT**

I agree to treat as confidential all information about other individuals that I learnt during the performance of my duties as a *Mission Tripper*. I will do my utmost to protect the personal data under my care and will not disclose such information or images to anyone without checking first with Church of Our Saviour, Missions Department, or the different parts involved.

\_\_\_\_\_  
Name as in Passport / Date

\_\_\_\_\_  
Signature of *Mission Tripper*  
(not needed if under 13 years of age)

***If the applicant is under 13 years of age, the consent of a parent or a legal guardian is required.\****

**\*Consent of Parent/Legal Guardian**

Name as in NRIC: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship: \_\_\_\_\_

~ End of Form ~