



## Church of Our Saviour Missions Department

### Data Privacy & Protection Policy for Team Leader

Organizations are required to comply with the data protection obligations under the Personal Data Protection Act (PDPA). Therefore, we request all Team Leaders 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, volunteers 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 Team Leader 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) and the Missions Department.
4. Refrain from leaving confidential information contained in documents or on computer screens in plain view. Violating such confidentiality could lead to data breach, and the Team Leader may be held legally liable.

At the end of the Team Leader’s term, he or she shall return, shred or delete all hard and soft copy documents that may contain confidential information.

Church of Our Saviour, Missions Department is appreciative of all of the works our Team Leader and his/her volunteers are doing to reach the nations for Christ.

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

To ensure the protection of Confidential Information and to preserve any confidentiality necessary under Church of Our Saviour (COOS) or Diocese of Singapore constitution, you are required to abide by the following:

1. Definitions
  - a) **“Confidential Information”** including but not limited to all written information on COOS’s internal online forum, digital platforms, digital copies or print copies relating to COOS’s proprietary information, membership information, and sensitive personal information of clients or COOS members.
  - b) **“Proprietary Information”** including but not limited church and membership database, members’ profiles, church network and security information, processes and workflows.
  - c) **“Permitted Parties”** include Bishop, Vicar, COOS pastors, PCC members.
  - d) **“Permitted Purpose”** - Purpose for which the information is collected and where disclosure is required by law, any governmental or regulatory body or as otherwise defined by the Permitted Parties.
2. The Team Leader undertakes not to use Confidential Information disclosed by COOS for any purpose whatsoever except for the Permitted Purpose.
3. The Team Leader agrees not to disclose Confidential Information to any third party (whether individual, corporation or other entity), except to Permitted Parties for use in connection with the Permitted Purpose, without the prior written consent of COOS.
4. The Team Leader agrees to take reasonable steps to prevent the disclosure or unauthorised use of Confidential Information 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”).
5. The Team Leader acknowledges that its obligation relating to its duty of confidentiality owed to COOS shall survive during and after the conclusion of his/her service.
6. Nothing in this Appendix shall be construed as creating, conveying, transferring, granting or conferring upon the Team Leader any rights (including intellectual property rights), license or authority in or to the Confidential Information.



7. The Team Leader agrees that it shall be liable for any breach of any of the policy guidelines contained in this Appendix by its employees, agents or consultants, affiliates or subsidiaries.
8. The Team Leader agrees that Confidential Information shall at all times remain the property of COOS.
9. The non-disclosure policy guidelines listed in this Appendix are governed by and shall be construed in accordance with the laws of Singapore.

All disputes, controversies or differences ('dispute') arising out of or in connection with this contract, including any questions regarding its existence, validity or termination, shall first be referred to mediation in Singapore.

In the event that the dispute cannot be resolved in mediation within the time agreed by the parties, the parties shall refer the dispute to arbitration in Singapore in accordance with the Law Society Arbitration Scheme and the rules thereunder for the time being in force.

10. The non-disclosure policy guidelines listed in this Appendix comprise the entire obligation with respect to the usage of Confidential Information by the Team Leader.

**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 the Team Leader. 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 Team Leader

~ End of Form ~