

NUS Personal Data Notice for Course Participants

1. The National University of Singapore ("**NUS**") manages and administers undergraduate and graduate courses as well as other courses not leading to a full qualification in NUS. To manage and administer such courses in NUS, NUS will necessarily need to collect, use, disclose and/or process certain personal data or personal information about the individual that has been accepted as a course participant in a course in NUS (the "**Course Participant**").
 - (i) Such personal data will be collected, used, disclosed and/or processed by NUS for the purpose(s) of:
 - a) Enrolling the Course Participant in and providing the Course Participant with the undergraduate courses, graduate courses and/or other courses not leading to a full qualification in NUS and sending the Course Participant materials on the Course Participant's courses (including course / study / assignment / lecture materials, information on the Course Participant's time table and examination details) and such materials and information on short courses in NUS, general activities within NUS, as well as related talks, seminars and/or events via postal mail, electronic mail, SMS or MMS or any other social media platforms, fax and/or voice calls;
 - b) Administering and/or managing the Course Participant's relationship with NUS (including the mailing of correspondence, statements or notices to the Course Participant, which could involve the disclosure of certain personal data about the Course Participant to bring about delivery of the same, as well as on the external cover of envelopes / mail packages);
 - c) Responding to any enquiries by the Course Participant;
 - d) Maintaining campus safety and security of persons and property (including the use of CCTVs) whether or not there is any suspicions of the aforementioned; as well as investigating fraud, misconduct, any unlawful action or omission of the Course Participant;
 - e) Responding to requests for information from public agencies, ministries, statutory boards or other similar authorities (including but not limited to the Ministry of Defence, Ministry of Education and Ministry of Health) or non-government agencies authorised to carry out specific Government services or duties from time to time;
 - f) Carrying out market related, evaluative or similar research and analysis for NUS' operational strategy and policy planning purposes;
 - g) Invitation to participate in publicity materials, feature stories, events and other engagement activities relating to academic support, student support, financial assistance, programmes and merit-based awards made possible by donors to NUS, after successful application to a course at NUS;
 - h) Supporting NUS functions including, but not restricted to, the teaching and personal and professional development of students, research and administration of NUS;

- i) Processing and administering the Course Participant's application for overseas field trips, summer school, and other overseas activities that are part of the NUS programme, and if successful, administering and/or managing such overseas field trips, summer school, and other overseas activities that are part of the NUS programme. Such activities will include disclosure of the Course Participant's information to NUS' overseas counterparts such as overseas partner universities and overseas partner organisations;
- j) Processing, administering, awarding certificates and conferring awards of prizes/medals, providing completion status reports, and publishing or releasing of information on the same;
- k) Upon completion of the course, to keep the Course Participant informed of NUS initiatives and activities, courses, invitation to NUS events, updating of Course Participant's information, invitation to participate in NUS or NUS-partnered surveys and sending of communication collaterals;
- l) Sending the Course Participant materials related to NUS' marketing, advertising and promotional information, via postal mail, electronic mail, SMS or MMS or any other social media platforms, fax and/or voice calls;
- m) Sharing the Course Participant's personal data for the purposes of NUS' participation in university-ranking exercises; and/or
- n) Taking of photographs and/or videos (whether by NUS staff or third-party photographers and/or videographers) during events or seminars organised by NUS or its affiliates for publicity purposes (including in NUS' publicity and communications materials).

(collectively, the "**Purposes**")

- (ii) Such personal data of the Course Participant will/may be disclosed by NUS to third party service providers or agents (whether in Singapore or elsewhere in the world where such service providers are sited) for one or more of the above Purposes, as such third-party service providers or agents, if engaged by NUS, would be processing the Course Participant's personal data for NUS, as a current or past course participant for one or more of the above Purposes.

(iii) The Course Participant acknowledges and consents to:

- a) NUS collecting, using, disclosing (to parties within or outside of Singapore) and/or processing the Course Participant's personal data for the Purposes as described above; and
- b) NUS transferring the Course Participant's personal data out of Singapore to NUS' third party service providers or agents for the Purposes as described above.

The Course Participant will ensure that the Course Participant's personal data is correct and true by keeping such personal information as declared to NUS up to date at all times.

The Course Participant warrants that for any personal data of any other individuals disclosed by the Course Participant in connection with processing, administering, managing the Course Participant's relationship with NUS, prior to disclosing such other individuals' personal data to NUS, the Course Participant has obtained the appropriate consent from the individuals whose personal data are being disclosed, to permit NUS to collect, use and disclose such personal data for the purposes related thereto.

2. The Course Participant understands and acknowledges that the terms set out in this notice shall be incorporated by reference to and form part of the Acceptance Record with NUS.
3. If the Course Participant has any questions relating to NUS' collection, use and disclosure of the Course Participant's personal data, the Course Participant may contact NUS Data Protection Office at +65 67762835 or dpo@nus.edu.sg.
4. For the avoidance of doubt, in the event that Singapore personal data protection law permits an organisation such as NUS to collect, use or disclose the Course Participant's personal data without the Course Participant's consent, such permission granted by the law shall continue to apply.

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