

Personal Data Protection Policy

Fo Guang Shan (Singapore) and Buddha's Light Association (Singapore) (and their affiliated organizations)

Fo Guang Shan (Singapore) and Buddha's Light Association (Singapore) and their affiliated organizations, Fo Guang Shan and Buddha's Light International Association and their affiliated organizations (collectively referred to as "FGS", "we", "us" or "our") respects your privacy and is committed to protecting your personal data.

This Personal Data Protection Policy outlines how we collect, use, disclose, retain and protect personal data in accordance with the **Personal Data Protection Act 2012 of Singapore ("PDPA")**, including its subsidiary legislation and advisory guidelines issued by the Personal Data Protection Commission ("PDPC").

Collection of Personal Data

1.1 "Personal data" refer to any data, whether true or not, about an individual who can be identified:

- (a) from that data; or
- (b) from that data and other information to which FGS has or is likely to have access.

1.2 The personal data that FGS may collect from you include but not limited to the following:

- (a) Personal particulars (e.g. name, date of birth, gender, residential address, identity card/passport details, contact details, employment, health, and education details);
- (b) Photos, audios, and videos of you.

1.3 The type and extent of personal data collected will depend on the purpose for which the data is required.

1.4 FGS endeavours to collect, use, or disclose personal data only where it is reasonably necessary for the purposes identified at the time of collection or as otherwise permitted under the PDPA.

Use of Personal Data

FGS may collect, use, and disclose your personal data for the following purposes:

- 2.1 Processing registrations for talks, retreats, workshops, events, courses, seminars, and other activities.
- 2.2 Processing donations, offerings, and payments.

- 2.3 Disseminating information such as newsletters, announcements, and event reminders.
- 2.4 Communications and outreach via our websites and social media platforms.
- 2.5 Responding to enquiries, feedback, or requests.
- 2.6 Administering and managing our relationship with you, including matters governed by applicable terms and conditions.
- 2.7 Complying with applicable legal, regulatory, or statutory obligations.
- 2.8 Any other purposes reasonably related to or ancillary to the above purposes.
- 2.9 Where personal data is collected for purposes not listed above, FGS will notify you of such purposes in an appropriate manner prior to or at the time of collection, unless permitted otherwise under the PDPA.

Consent

- 3.1 By providing your personal data to FGS, you consent to our collection, use, and disclosure of your personal data in accordance with this policy statement.
- 3.2 You may withdraw your consent at any time by contacting us using the details in Section 10. Please note that withdrawal of consent may affect our ability to continue providing certain services or activities to you.

Retention of Personal Data

- 4.1 FGS will retain personal data only for as long as:
 - (a) it is reasonably necessary to fulfil the purposes for which the data was collected; or
 - (b) retention is required or permitted under applicable laws.
- 4.2 When personal data is no longer required for legal or business purposes, FGS will take reasonable steps to securely dispose of or anonymise such data.

Disclosure of Personal Data

- 5.1 FGS may disclose personal data to third parties, whether located in Singapore or overseas, in accordance with the PDPA and for purposes consistent with this Policy.
- 5.2 Where personal data is disclosed to third parties; FGS will take reasonable steps to ensure that such parties:
 - (a) are bound by confidentiality obligations; and
 - (b) provide a standard of protection comparable to that required under the PDPA.

Third Party Links

- 6.1 Our websites may contain links to third-party websites. FGS is not responsible for the content, security, or privacy practices of such third-party sites. We encourage you to review their respective privacy policies before providing any personal data.

Use of Cookies

7.1 We may use cookies to store and track information about you when you enter our websites. The cookies are used to track information about the number of users and their frequency of use, profiles of users and their preferred sites but it cannot read data in your computer.

7.2 You can choose to accept or decline cookies, but you may not be able to use certain features and functions of our websites.

Protection of Personal Data

8.1 FGS will take reasonable measures to protect your personal data from unauthorised access, improper use or disclosure, unauthorised modification, unlawful destruction or accidental loss.

8.2 You should be aware that no method of transmission over the Internet or method of electronic storage is completely secure. We strive to protect the security of your data and will constantly review and enhance our security measures.

Updates to this Policy

9.1 FGS reserves the right to amend this Policy from time to time. Any changes will be published on our websites and will take effect upon publication unless stated otherwise.

Contact Us

10.1 If there are any queries about this policy or feedback regarding the handling of personal data by FGS, please email to: admin@fgs.sg or admin@blia.sg

个人数据保护政策

佛光山（新加坡）与国际佛光会（新加坡）及其关联机构

佛光山（新加坡）与国际佛光会（新加坡）及其关联机构，以及佛光山与国际佛光会及其关联机构（以下统称为**“FGS”、“我们”或“本机构”**）尊重并重视您的隐私，并致力于根据新加坡《个人数据保护法》（Personal Data Protection Act 2012，简称 PDPA）及新加坡个人数据保护委员会（PDPC）所发布的相关指引，妥善保护您的个人数据。

本个人数据保护政策（以下简称“本政策”）说明我们如何收集、使用、披露、保留及保护您的个人数据。

一、个人数据的定义与收集

1.1 “个人数据”是指任何关于个人的数据，不论其真实性，只要该个人可以：

- a) 直接从该数据被识别；或
- b) 通过该数据与我们已拥有或可取得的其他信息相结合而被识别。

1.2 FGS 可能向您收集的个人信息包括但不限于：

- a) 个人资料，例如：姓名、出生日期、性别、住址、身份证或护照资料、联系方式、就业情况、健康及教育资料；
- b) 您的照片、音频及视频资料（例如活动拍摄、录音或录像）。

1.3 实际收集的个人信息类型及范围，将视具体目的及本机构的实际运作需要而定。

1.4 我们将尽合理努力，仅在为实现合法及合理目的所必需的情况下，收集、使用或披露个人信息，且不会超出该等目的的合理范围。

二、个人信息的使用目的

FGS 可能基于以下目的，收集、使用及披露您的个人信息：

- 2.1 处理讲座、禅修营、工作坊、活动、课程、研讨会及其他相关项目的报名与管理事宜；
- 2.2 处理捐款、供养及其他付款事务；
- 2.3 通过通讯、公告、简讯、活动提醒等方式向您传达相关资讯；
- 2.4 通过官方网站或社交媒体平台进行沟通、宣传及推广；
- 2.5 回应您的查询、意见或反馈；

2.6 管理及维护我们与您之间的关系，包括履行相关条款与条件；

2.7 履行适用的法律、法规或监管义务；

2.8 与上述目的合理相关及 / 或附带的其他用途；

2.9 如 FGS 需为上述未列明的其他目的收集个人数据，我们将于收集前或收集时，以适当方式向您说明相关目的，除非 PDPA 允许另作处理。

三、同意

3.1 当您向 FGS 提供个人数据时，即表示您已知悉并同意我们按照本政策及 PDPA 的规定，收集、使用及披露您的个人数据。

3.2 您可随时通过本政策第十条所列的联系方式，向我们提出撤回同意的请求。请注意，撤回同意可能会影响我们继续向您提供某些服务、活动或项目的能力。

四、个人数据的保留

4.1 FGS 仅在以下期间内保留个人数据：

- a) 为实现收集个人数据之目的所合理需要的期间；或
- b) 法律或法规允许或要求保留的期间。

4.2 当个人数据不再需要用于任何合法或业务目的时，FGS 将采取合理措施，安全地删除、销毁或匿名化相关数据。

五、个人数据的披露

5.1 在遵守 PDPA 的前提下，FGS 可能在必要时向第三方披露您的个人数据，包括位于新加坡或海外的服务供应商或合作机构。

5.2 当个人数据披露或转移予第三方时，FGS 将采取合理步骤，确保该等第三方：

- a) 对个人数据负有保密义务；以及
- b) 提供不低于 PDPA 要求的数据保护水平。

六、第三方链接

6.1 我们的官方网站或平台可能包含第三方网站的链接。FGS 对第三方网站的内容、隐私政策或数据保护措施不承担任何责任。我们建议您在向第三方提供个人数据前，先行查阅其隐私政策。

七、Cookies 的使用

7.1 当您浏览我们的网站时，我们可能使用 Cookies 以收集有关网站使用情况的资料，例如访问次数、使用频率及一般偏好设置。Cookies 不会读取或存取您设备内的其他资料。

7.2 您可通过浏览器设置选择接受或拒绝 Cookies。请注意，拒绝 Cookies 可能会影响网站部分功能的正常使用。

八、个人数据的保护

8.1 FGS 将采取合理的行政、技术及实体安全措施，以保护我们所持有或管控的个人数据，防止未经授权的访问、收集、使用、披露、复制、修改、处置、非法销毁或意外遗失。

8.2 尽管我们已采取合理的保护措施，但请理解互联网传输及电子存储方式并非绝对安全。FGS 将持续检讨并加强相关安全措施，以符合行业惯例及 PDPC 的最新指引。

九、政策更新

9.1 FGS 保留随时修订本政策的权利。任何修订内容将公布于我们的官方网站，并自公布之日起生效，除非另有说明。

十、联系我们

10.1 如您对本政策，或 FGS 处理个人数据的方式有任何疑问、请求或反馈，请通过以下方式联系我们：admin@fgs.sg 或 admin@blia.sg