

NTU Personal Data Privacy Statement and Consent for Applicants

1. Your personal data privacy is important to us and we are committed to safeguarding your personal data that we may possess. Please read this privacy statement carefully as it contains important information about how we will/may collect, use, disclose and process personal data that you provide or that we possess about you. In this document, the term “**personal data**” means data, whether true or not, about you where you can be identified either (a) from that data; or (b) from that data and other information to which we have or are likely to have access.
2. In this Personal Data Privacy Statement and Consent document, the words “we”, “our”, “us” and “NTU” refer to Nanyang Technological University and its successors and assigns.
3. To process deal with and/or manage your application to become a student of NTU (“**Application**”), we will necessarily need to collect, use, disclose and/or process your personal data. Such personal data includes information about you set out in your application forms and documents and any other personal information provided by you or possessed by us. Some examples are your name, identification number, academic status and results, programme, personal contact details, citizenship, medical and disability information, bank account, photograph etc.
4. Your failure to supply certain personal data to us (or if we are not permitted by you to process your personal data), may/would result in us being unable to process, deal with and/or manage your Application. Depending on the extent by which you do not permit us to process your personal data or the extent of personal data which you do not provide to us, it may mean that we will not be able to consider and/or process your Application or to accept you as a student.
5. We will/may collect, use, disclose and/or process your personal data for one or more of the following purposes:
 - (a) considering and/or processing your application to be a student of NTU;
 - (b) facilitating, processing, dealing with, administering, managing and/or maintaining your Application, including but not limited to candidature matters, fees and charges, accommodation, programmes or courses run by other organisations (whether in or outside Singapore) with whom NTU is collaborating with, determining your suitability for awards/scholarships/grants/placements/internships, determining your suitability for programmes or courses run by other organisations (whether in or outside Singapore) with whom NTU is collaborating with, storage or hosting of your personal data, backing up of your personal data, making of any offer(s) of acceptance to courses in NTU or any other organisation that NTU is collaborating with;
 - (c) facilitating, administering, processing, dealing with and/or managing your application for and/or involvement in any events, seminars and/or your interest or participation in any events, seminars and/or other opportunities that we may make available to applicants;
 - (d) facilitating, administering, processing, dealing with and/or managing your application(s) for scholarships (whether such award or scholarship is provided by any third party or NTU) and/or financial aid/loans, grants or bursaries, and if successful, administering and/or managing your awards, scholarships and/or financial aid/loans, grants or bursaries;
 - (e) carrying out your instructions or responding to any enquiry given by (or purported to be given by) you or on your behalf;
 - (f) contacting you or communicating with you via various modes of communication such as phone/voice call, text message and/or fax message, email and/or postal mail for the purposes of administering, dealing with and/or managing your Application or any other applications you make with NTU (such as those for financial aid) such as but not limited to communicating information to you related to the outcome of your Application, details of interview sessions (if any), fees or payment, bursaries, scholarships and other forms of financial aid including your application(s) for the same, and your

NTU Personal Data Protection ACT (PDPA)

application for accommodation at NTU. You acknowledge and agree that such communication by us could be by way of the mailing of correspondence, documents or notices to you, which could involve disclosure of certain personal data about you to bring about delivery of the same as well as on the external cover of envelopes/mail packages;

- (g) carrying out due diligence or other screening activities (including security and background checks) in accordance with legal or regulatory obligations or our risk management procedures that may be required by law or that may have been put in place by us;
 - (h) to prevent or investigate any fraud, unlawful activity or omission or misconduct, whether relating to your Application or your application for any programme, financial aid or scholarship, or any other matter arising from any of the said applications, and whether or not there is any suspicion of the aforementioned;
 - (i) complying with or as required by any applicable law, governmental or regulatory requirements of any relevant jurisdiction, including meeting the requirements to make disclosure under the requirements of any law binding on us and for the purposes of any guidelines issued by regulatory or other authorities, whether in Singapore or elsewhere, with which we are expected to comply;
 - (j) complying with or as required by any request or direction of any governmental authority; or responding to requests for information from hospitals, embassies, public agencies, ministries, statutory boards or other similar authorities (including but not limited to the Ministry of Defence, Ministry of Education, Immigration and Checkpoints Authority, Ministry of Health, Ministry of Home Affairs, Ministry of Manpower, Ministry of Foreign Affairs, Ministry of Social & Family Development and Central Provident Fund Board);
 - (k) dealing with immigration related matters where you are a non-Singaporean. In this regard, this includes but is not limited to disclosing to the relevant government authorities details about you for immigration related matters;
 - (l) dealing with, handling and/or conducting disciplinary, security and quality assurance processes, matters and/or arrangements. Without prejudice to the generality of the aforesaid, we wish to bring to your attention that there are surveillance cameras installed throughout the premises of NTU for security reasons and you acknowledge that your personal data will be collected by such cameras and processed by us consequently;
 - (m) performing internal administrative, operational and technology tasks to facilitate, administer or manage your Application;
 - (n) producing statistics and research for internal and/or statutory reporting and/or record-keeping requirements and performing university policy/process reviews; and
 - (o) administering, facilitating and/or dealing with educational institution rankings or global ranking indices that NTU participates in or wishes to participate in.
6. We may need to disclose your personal data to third parties, whether located within or outside Singapore, for one or more of the above Purposes, as such third parties, would be processing your personal data for one or more of the above Purposes. In this regard, you hereby acknowledge, agree and consent that we may/are permitted to disclose your personal data to such third parties (whether located within or outside Singapore) for one or more of the above Purposes and for the said third parties to subsequently collect, use, disclose and/or process your personal data for one or more of the above Purposes. Without limiting the generality of the foregoing or of paragraph [5], such third parties include:
- (a) organisations with which we are collaborating with and/or whom we are partnering with for one or more of the Purposes;

NTU Personal Data Protection ACT (PDPA)

- (b) individuals, organisations and/or any government authority who may provide you with scholarships, financial aids, awards, or loans during your intended period (or part thereof) of studies in NTU and who request for information relating to your Application or any other applications with NTU;
- (c) any of our agents, contractors or third party service providers who process your personal data on our behalf including but not limited to medical centre(s), those which provide administrative or other services to us such as mailing houses, telecommunication companies, manufacturers/suppliers/printers of university publications or award medals, plaques, certificates or trophies, data storage centre service providers, backup data service providers, and information technology companies; and
- (d) organisations and/or educational institutions which are involved in exchange programmes and/or joint degrees with us, the provision of products and services relating to your Application or your status as a student (if your Application is accepted by NTU), student learning or academic courses, financial aid, scholarships and bursaries.

These provisions are intended to facilitate the provision of products and services in connection with your application to be a student of NTU. We will not disclose to a greater extent than is provided and which we determine in good faith to be necessary.

7. You have the right to withdraw your consent given hereunder, whether in part or as a whole. However, your withdrawal of consent could result in certain legal consequences arising from such withdrawal. In this regard, depending on the extent of your withdrawal of consent for us to process your personal data, it may mean that we will not be able to consider or continue processing your application to be a student of NTU. Should you wish to withdraw your consent in part or whole, please send an email to our Data Protection Officer at dpo@nie.edu.sg and providing details of your withdrawal.
8. Should any of your personal data that you provide us with become inaccurate, such as but not limited to changes in your home address, your contact details etc, please inform us immediately by sending an email to our Data Protection Officer at dpo@nie.edu.sg.
9. For the avoidance of doubt, in the event that Singapore personal data protection law permits an organisation such as NTU to collect, use or disclose your personal data without your consent, such permission granted by the law shall continue to apply.
10. Questions

If you have any questions relating to our collection, use and disclosure of your personal data or the matters set out in this document, you may contact our Data Protection Officer at email : dpo@nie.edu.sg.