

Rain Trees International Kindergarten

Privacy & Data Protection Policy

Effective: [18 July 2025]

1 Purpose & Commitment

Rain Trees International Kindergarten ("Rain Trees", "we", "our") respects the privacy of every child, parent, guardian, employee, supplier and website visitor. This Policy explains how we collect, use, disclose, protect and retain your personal data in accordance with Singapore's Personal Data Protection Act 2012 ("PDPA") and related regulations.

2 Scope

This Policy applies to all personal data we handle in Singapore and overseas, whether in hard-copy or electronic form, including data collected through our website, admissions process, classroom activities and business operations.

3 Key Definitions

- **Personal Data** – information that identifies an individual, whether on its own or together with other data (e.g. name, NRIC/FIN, passport, contact details, photographs).
- **Children's Data** – personal data relating to an individual under 13 years of age. Parental or legal-guardian consent is required before collection or use.
- **Processing** – any action performed on personal data, including collection, use, disclosure, storage, transfer or destruction.

4 What Personal Data We Collect

Data subject	Typical data items
Parents / Guardians	Name, NRIC/FIN or passport, postal & email address, phone numbers, billing details, emergency contacts
Children	Name, date of birth, gender, health & immunisation records, developmental or special-needs information, photographs & videos (with consent)
Staff & Applicants	Employment history, qualifications, references, payroll & CPF data
Suppliers / Service Providers	Business contact, bank details, contract documentation
Website / Communications	IP address, device identifiers, cookies, enquiry-form content

5 How We Use Your Personal Data

We process personal data only for legitimate purposes, including to:

1. **Administer enrolment & education** – admissions, class lists, attendance, progress reports, field-trip arrangements.
2. **Safeguard health & safety** – allergy management, medical treatment, secure pick-up protocols, incident reporting.
3. **Manage finance & operations** – invoicing, fee adjustments, insurance, supplier payments.
4. **Communicate with you** – newsletters, event notices, urgent alerts, feedback responses.
5. **Comply with law & regulation** – MOE, ECDA, PDPC, immigration, tax and audit obligations.
6. **Improve our services** – curriculum reviews, satisfaction surveys, website analytics.
7. **Marketing (optional)** – sending programme updates or promotions **only with prior consent**, which you may withdraw at any time.

6 Legal Basis & Consent

- We obtain clear consent before using children photos for marketing purposes.
- By providing personal data, you agree that we may process it for the purposes described in this Policy. You may withdraw consent at any time (see **Section 10**).

7 Disclosure to Third Parties

We do **not** sell personal data. We share it only with:

- **Authorised staff** who need the information to perform their duties.
- **Service providers** (e.g. student-management systems, payment processors, medical professionals) under written confidentiality obligations.
- **Government agencies & regulators** when required by law or regulation.
- **Emergency personnel** where necessary to protect life or safety.
- **Other parties** with your explicit consent.

8 Data Security

We employ administrative, physical and technical safeguards to prevent loss, misuse or unauthorised access, including:

- Role-based access controls and secure passwords
- Encryption of data at rest and in transit
- Regular security audits and staff training
- Locked filing cabinets and access-controlled premises

9 Retention & Disposal

Personal data is kept only as long as necessary for the purposes stated or as required by law. When retention periods lapse, data is securely destroyed or anonymised.

10 Your Rights

You may at any time:



- **Access** the personal data we hold about you or your child;
- **Correct** inaccurate or incomplete data;
- **Withdraw consent** for any specific purpose;
- **Request information** on our data-handling practices.

Send requests to our Data Protection Officer (see **Section 13**). We will respond within 30 calendar days and may charge a reasonable administrative fee for access requests.

11 Data Breach Notification

If a data breach likely to cause significant harm occurs, we will notify the PDPC within three calendar days and inform affected individuals without undue delay, as required under Part 6A PDPA.

12 Overseas Transfers

Where personal data must be transferred outside Singapore (e.g. cloud hosting), we ensure the recipient provides a comparable standard of protection through contractual or other legally-permissible means in line with Section 26 PDPA.

13 Contact Us

Data Protection Officer (DPO)

Rain Trees International Kindergarten

Email: admin@raintreeskindergarten.com

Phone: +65 6474 6181

14 Updates to This Policy

We review this Policy annually or when our data practices change. The latest version will always be posted on our website; material changes will be communicated by email.