

BGST PRIVACY POLICY

Last Updated: 02 Sep 2025

PLEASE READ THIS PRIVACY POLICY CAREFULLY.

Your personal data (such as information that identifies you or can be used to identify you, for example, your name, date of birth and contact details) is protected by the Personal Data Protection Act 2012 of Singapore (the “**PDPA**”).

BGST is a theological school that has been faithfully training Christians for ministry in the Church and marketplace. BGST offers courses at different levels – Graduate Certificates, Graduate Diplomas and Masters, which may be taken in person, online, or via self-paced learning (SPL), which offers flexibility for students to study amidst the environments and circumstances in which they have been placed.

This Privacy Policy explains how BGST may collect, use and disclose your personal data (as defined in the PDPA). This Privacy Policy is to be read in conjunction with any other policies, contractual clauses and consent clauses that apply in relation to the collection, use and disclosure of your personal data by BGST.

This Privacy Policy may be changed by BGST from time to time without any prior notice. You may determine if any such changes have taken place by referring to the “Last Updated” date on which this Privacy Policy was last updated. You are encouraged to check for any updates to this Privacy Policy prior to your participation in any Events and Activities. Your participation in any Events and Activities constitutes your acknowledgement and acceptance of this Privacy Policy as changed from time to time.

1. DEFINITIONS

In this Privacy Policy, unless the context otherwise requires, the following general definitions apply:

“Events and Activities”	means events and activities organised, co-organised, or approved by the Board of Advisors, Council Members, Faculty and/or Staff of BGST, including programmes, courses, workshops, conferences and social events, whether such events and activities are conducted virtually or in-person, and including such student/alumni-initiated events and activities as BGST may approve.
“Data Protection Laws”	means applicable laws and regulations relating to the use and/or processing of personally identifiable information and data and privacy, including the PDPA.
“Participation”	means participation in any Events and Activities.

“Personal Data”

means:

- (i) data, whether true or not, about an individual who can be identified:
 - (1) from that data; or
 - (2) from that data and other information to which BGST has or is likely to have access; and
- (ii) any data that is analogous to the foregoing, as defined in Data Protection Laws.

“Purposes”

means the purposes of BGST which are set out in this Privacy Policy, including but not limited to the following purposes:

- (i) To administer your enrolment as a student, including all academic, financial and any student-related matters relating to your study at BGST.
- (ii) To administer your employment as a BGST staff, faculty, or part/full-time vendor, including but not limited to remuneration, benefits, services, and legal employment requirements.
- (iii) To administer your engagement as an associate faculty member, visiting course instructor or teaching partner, or services rendered by you in any form relating to the production and conduct of BGST courses, events and initiatives.
- (iv) To administer your engagement as an unpaid volunteer, or participation in BGST and/or BGST alumni activities.
- (v) To administer your participation in any BGST courses, events or initiatives, which may also include collaboration and information sharing with other third party coordinators and partners appointed by BGST.
- (vi) To process your donation instructions and/or services-in-kind rendered to BGST.
- (vii) To update you on key BGST events, initiatives and highlights that may be of interest to you, including but not limited to principal’s addresses and annual reports.
- (viii) To respond to any queries or requests you may have regarding any of BGST’s offerings.
- (ix) All other purposes which are reasonably related to the above, including applications, requests and/or enquiries relating to the above

2. HOW PERSONAL DATA IS COLLECTED

- 2.1 BGST receives your Personal Data when you provide your Personal Data (by consent) including when you sign up to participate in any Events and Activities or when you join any of BGST’s mailing lists.

- 2.2 In connection with your Participation, and to the extent permitted by applicable laws (including Data Protection Laws), BGST may also collect your Personal Data from sources other than yourself, for one or more of the Purposes, and thereafter using, disclosing and/or processing such Personal Data for one or more of the Purposes. BGST may combine information received from other sources with information you give to BGST. BGST may use this information and the combined information for the Purposes (depending on the types of information received). If you suspect that any of your Personal Data has not been lawfully disclosed to BGST, please contact BGST (details are set out at the end of this Privacy Policy).
- 2.3 Unless otherwise stated, this Privacy Policy does not cover any collection, use or disclosure by third parties, including through any applications, websites, products or services that BGST does not control or own.

3. **WHAT PERSONAL DATA IS COLLECTED**

- 3.1 In connection with your Participation, BGST may collect the following Personal Data from you:
- 3.1.1 identification data, such as your full name, nationality, age, race, religion, gender, marital status, nationality, photograph, video footage, disabilities (if any) and signature;
 - 3.1.2 contact data, such as your residential address, email address, and phone number(s);
 - 3.1.3 employment data, such as your organisation's name, organisation address, and designation;
 - 3.1.4 data relating to your dietary needs and/or requirements for the purposes of catering suitable food and/or beverages at Events and Activities; and
 - 3.1.5 other Personal Data which you voluntarily provide to BGST for the purpose of your Participation.
- 3.2 While BGST is committed to making a reasonable effort to ensure the accuracy of the Personal Data it collects and keeps, BGST will generally rely on the information provided by you to ensure the currency, completeness and accuracy of your Personal Data and it is therefore incumbent on you to ensure that your personal information is updated and correct.
- 3.3 You have the right to access, update and/or correct any Personal Data that BGST holds about you, subject to exceptions under the law. This right can be exercised at any time by contacting BGST through the contact details listed at the end of this Privacy Policy.
- 3.4 Please note that a reasonable fee may be charged for an access request. If so, BGST will inform you of the fee before processing your request. BGST will respond to your

request as soon as reasonably possible. In general, BGST's response will be within thirty (30) calendar days, and if not BGST shall inform you in writing within thirty (30) calendar days of your request. If BGST is unable to provide you with any Personal Data or to make a correction requested by you, BGST shall generally inform you of the reasons why it is unable to do so (except where BGST is not required to do so under the Data Protection Laws).

4. HOW YOUR PERSONAL DATA MAY BE USED

4.1 BGST may use your Personal Data for the following purposes:

- 4.1.1 to facilitate and administer your Participation;
- 4.1.2 to inform you of or to follow up on Events and Activities;
- 4.1.3 to respond to your direct queries when you express an interest in any Events and Activities;
- 4.1.4 to respond to your queries when you directly interact with BGST through its website, email or otherwise, including for the purposes of exercising your rights under the Data Protection Laws or to file any complaints; and
- 4.1.5 to improve on the Events and Activities.

4.2 BGST may also use your Personal Data to work with third-party service providers to facilitate your Participation in accordance with its disclosure obligations stated in Clause 5 below.

4.3 BGST may use your Personal Data, without consent, for the following purposes:

- 4.3.1 improving, enhancing or developing new programs or services;
- 4.3.2 improving, enhancing or developing new methods or processes for operations;
- 4.3.3 learning or understanding the behaviour and needs of individuals in relation to providing care and services; and/or
- 4.3.4 research purposes, including historical or statistical research.

4.4 If it is necessary for BGST to collect, use, disclose or process your Personal Data for other purposes that do not appear in this Privacy Policy, BGST will notify you of such other purposes at or before the time of obtaining your consent, unless processing of your Personal Data without your consent is permitted by Data Protection Laws.

5. HOW YOUR PERSONAL DATA MAY BE DISCLOSED

5.1 BGST may need to disclose your Personal Data to third parties, whether located within

or outside Singapore, should such third parties have the need to process your Personal Data for one or more of the above Purposes or for such other purposes stated in the PDPA. In this regard, you hereby acknowledge, agree and consent that BGST is permitted to disclose your Personal Data to such third parties for such Purposes. Without limiting the generality of the foregoing, such third parties may include contractors or third-party service providers which provide administrative, technological or other services to BGST, and/or other organisations which collaborate with BGST in organising and conducting its Events and Activities.

- 5.2 Where it is necessary for BGST to disclose your Personal Data, BGST shall only do so in accordance with Data Protection Laws. This includes taking steps to ensure the security and privacy of your Personal Data, and where required, it will be subject to contractual terms ensuring the security and protection of any Personal Data under any sub-processor or data intermediary, whether within or outside of Singapore.

6. HOW YOUR PERSONAL DATA IS MAINTAINED

- 6.1 Security of your Personal Data is important to BGST. BGST has in place reasonable security arrangements to ensure that your Personal Data is adequately protected and secured. Appropriate security arrangements will be taken to prevent any unauthorised access, collection, use, disclosure, copying, modification, leakage, loss, damage and/or alteration of your Personal Data. However, BGST does not assume responsibility for any unauthorised use of your Personal Data by third parties which are wholly attributable to factors beyond BGST's control.
- 6.2 BGST has in place measures such that your Personal Data in its possession or under its control is destroyed and/or anonymised as soon as it is reasonable to assume that (i) the purpose for which your Personal Data was collected is no longer being served by the retention of such Personal Data, and (ii) retention is no longer necessary for any other legal or business purposes.

7. WHERE YOU PROVIDE BGST WITH THIRD-PARTY PERSONAL DATA

- 7.1 You should only provide BGST with the Personal Data of third parties where expressly permitted by BGST.
- 7.2 Should you provide BGST with the Personal Data of any individual other than yourself, you represent, undertake and warrant to BGST that:
- 7.2.1 for any Personal Data of individuals that you disclose to BGST, you would have prior to disclosing such Personal Data obtained consent from the individuals whose Personal Data are being disclosed, to:
- (a) permit you to disclose the individuals' Personal Data to BGST for the Purposes; and
 - (b) permit BGST to collect, use, disclose and/or process the individuals' Personal Data for the Purposes; and

7.2.2 any Personal Data of individuals that you disclose to BGST are accurate.

- 7.3 Should you provide BGST with the Personal Data of your child/children, you confirm, declare and agree that you are the parent or legal guardian of such child/children, and that BGST may collect, use and/or disclose your child's or children's Personal Data for the Purposes and in the manner as set out in this Privacy Policy.

8. YOUR RIGHTS IN RESPECT OF YOUR PERSONAL DATA

- 8.1 If you have any questions about the processing of your Personal Data or about this Privacy Policy, or if you do not accept an amended Privacy Policy or if you wish to update or have access to your Personal Data, please contact BGST through the contact details listed at the end of this Privacy Policy.
- 8.2 The consent that you provide for the collection, use and disclosure of your Personal Data will remain valid until such time it is withdrawn by you in writing. You may withdraw consent and request BGST to stop collecting, using and/or disclosing your Personal Data for any or all of the Purposes listed above by submitting your request in writing at the contact details provided below.
- 8.3 Upon receipt of your written request to withdraw your consent, BGST may require reasonable time (depending on the complexity of the request and its impact on BGST's relationship with you) for your request to be processed and for BGST to notify you of the consequences of BGST acceding to the same, including any legal consequences which may affect your rights and liabilities. In general, BGST shall seek to process your request within thirty (30) calendar days of receiving it.
- 8.4 In many circumstances, BGST needs to use your Personal Data in order to enable your Participation. If you do not provide BGST with the required Personal Data, or if you do not accept an amended Privacy Policy or withdraw your consent to BGST's use and/or disclosure of your Personal Data for the Purposes, it may not be possible for BGST to continue to enable your Participation.
- 8.5 Withdrawing consent does not affect BGST's right to continue to collect, use and disclose your Personal Data where such collection, use and disclosure without consent is permitted or required under applicable laws.
- 8.6 BGST is fully committed to protecting your Personal Data and your rights under Data Protection Laws. Nothing in this Privacy Policy should be construed as limiting any of your rights prescribed for under Data Protection Laws.

9. CONTACT BGST

If you have any questions about this Privacy Policy, or if you wish to access, update or correct your Personal Data or withdraw your consent to the use, collection and disclosure of your Personal Data in accordance with this Privacy Policy, you may

contact BGST's Data Protection Officer ("**DPO**"). Please provide the following details:

- Your full name.
- Your contact details.
- Details of request/complaint (including any applicable timeframe(s) and person(s) involved).
- Supporting documents/evidence.

(to be addressed to)

Data Protection Officer

2 Kallang Avenue

#11-01 CT Hub

Singapore 339407

Email: dpo@bgst.edu.sg AND contact@bgst.edu.sg