

DATA PROTECTION NOTICE FOR STUDENTS

Onestage (The Cathay) Pte. Ltd.

This Privacy Notice ("Notice") sets out the basis on which Onestage (The Cathay) Pte. Ltd. ("Onestage", "we", "us", or "our") may collect, use, disclose, or otherwise process the personal data of students in accordance with the Personal Data Protection Act 2012 of Singapore ("PDPA") and applicable regulations and guidelines issued by the Personal Data Protection Commission of Singapore. This Notice applies to personal data in our possession or under our control, including personal data held by organisations engaged by us to collect, use, disclose, or process personal data for our purposes.

Application of This Notice

1. This Notice applies to all students enrolled with Onestage, whether in full-time or part-time courses or programmes ("students"), including students undertaking placements, secondments, internships, or similar activities under our programmes.

Personal Data

2. "Personal data" means data, whether true or not, about an individual who can be identified from that data, or from that data together with other information to which we have or are likely to have access.

3. We may collect the following personal data about you, including after you become an alumnus or alumna:

- a. name or alias, gender, NRIC, FIN or passport number, date of birth, nationality, and country or city of birth;
- b. mailing address, telephone number, email address, and other contact details;
- c. education history, examination results, and disciplinary records;
- d. bank account details;
- e. health information and disability-related information;
- f. counselling records;
- g. photographs, video recordings, audio recordings, and other audiovisual information;
- h. personal data of emergency contacts; and
- i. personal data of parents or legal guardians for students below 18 years of age.

4. Other terms used in this Notice have the meanings given to them in the PDPA, where applicable.

Collection, Use and Disclosure of Personal Data

5. We generally collect personal data that:

- a. you voluntarily provide to us in connection with your application, enrolment, studies, or relationship with us, or that is provided by a person authorised by you, including your parent or legal guardian if you are a minor, after you have been notified of the relevant purposes and have provided consent where required;
- b. may be collected, used, or disclosed without consent where permitted or required under the PDPA or other applicable laws; or
- c. relates to a third party whom you identify as an emergency contact. Where you provide us with another person's personal data, you represent that you have obtained that person's consent for you to provide their personal data to us for that purpose.

6. If you choose not to provide personal data requested by us, we may be unable to perform our obligations in connection with your enrolment or provide certain services and support. You may withdraw your consent in the manner described below, subject to applicable law.

7. We may collect, use, and disclose your personal data for the following purposes:

- a. evaluating and processing your application for admission;
- b. administering and managing your enrolment and student relationship, including course administration, academic progression, student support, assessments, and external placements;
- c. maintaining an ongoing relationship with you as an alumnus or alumna, including professional learning arrangements;
- d. organising and administering student activities, events, programmes, campus tours, open days, testimonials,

and referee communications;

- e. liaising with educational institutions, including overseas partners, referees, government bodies, medical or insurance providers, and professional or academic bodies in connection with your enrolment or student activities;
- f. arranging and administering your participation in research or surveys, including follow-up on related issues or findings;
- g. responding to complaints, feedback, queries, or requests submitted through our website or other communication channels;
- h. assisting with law-enforcement matters and investigations by governmental or regulatory authorities; and
- i. where you are a minor, communicating with your parent or legal guardian as necessary for the purposes above.

8. These purposes may continue to apply for a reasonable period after your enrolment ends or changes, including where necessary to enforce rights under agreements with you or to meet legal, regulatory, or business requirements.

9. We may disclose your personal data:

- a. with your consent, where required for the purposes set out above;
- b. to comply with applicable laws, regulations, codes of practice, guidelines, or rules; and
- c. to third-party service providers, agents, and other organisations engaged by us to perform functions for the purposes above. We will take reasonable steps to ensure that such parties implement appropriate security measures to protect your personal data.

10. We may also collect, use, or disclose your personal data without consent where permitted under the PDPA or other written law, including to respond to an emergency threatening the life, health, or safety of an individual, or where necessary in the national interest, for an investigation, or for legal proceedings.

Withdrawal of Consent

11. Your consent remains valid until withdrawn in writing. To withdraw consent for the collection, use, or disclosure of your personal data, please contact us at **[insert privacy contact email or contact details]**.

12. We may require reasonable time to process your request and will inform you of any consequences of withdrawal, including consequences that may affect your rights and obligations. We generally aim to process withdrawal requests within 10 business days; if more time is required, we will inform you of the expected timeframe.

13. Depending on the nature and extent of your withdrawal request, we may be unable to continue your enrolment or provide certain services. We will notify you before completing the processing of your request. If you wish to cancel a withdrawal request, please contact us in writing.

14. Withdrawal of consent does not affect our right to collect, use, or disclose personal data where this is permitted or required by applicable law.

Access to and Correction of Personal Data

15. To request access to personal data we hold about you, information about how we have used or disclosed it, or correction of your personal data, please submit your request in writing to **[insert privacy contact email or contact details]**.

16. We may need to verify your identity and the legitimacy of your request before processing it.

17. We will respond to access or correction requests as soon as reasonably possible. If we are unable to respond within 30 days, we will inform you in writing of the timeframe within which we expect to respond. If we are unable to provide access or make a requested correction, we will generally provide reasons unless we are not required to do so under the PDPA.

18. Depending on the nature of a request, we may provide access to the relevant personal data rather than to the complete document containing it.

Protection of Personal Data

19. We take reasonable administrative, physical, and technical measures to protect personal data from unauthorised access, collection, use, disclosure, copying, modification, disposal, or similar risks. These measures may include access controls, encryption, current antivirus protection, and disclosure on a need-to-know basis.

20. No method of internet transmission or electronic storage is completely secure. While we cannot guarantee absolute security, we continually review and enhance our information security measures.

Accuracy of Personal Data

21. We generally rely on personal data provided by you, your authorised representative, or your parent or legal guardian if you are a minor. Please keep us informed of changes to your personal data by contacting **[insert privacy contact email or contact details]**. We will take reasonable steps to keep personal data accurate, complete, and up to date.

Retention of Personal Data

22. We retain personal data only for as long as it remains necessary for the purposes for which it was collected, or for legal or business purposes. This may include processing requests and fulfilling contractual, statutory, or regulatory obligations after your enrolment ends.

23. We will cease to retain personal data, or remove the means by which it can be associated with you, when retention no longer serves the purposes for which it was collected and is no longer necessary for legal or business purposes.

24. Documents containing personal data are disposed of or destroyed securely when the relevant retention period has ended.

Cross-Border Transfers

25. We generally do not transfer personal data outside Singapore. If a transfer is necessary, we will comply with applicable legal requirements and take steps to ensure that the transferred personal data receives a standard of protection comparable to that under the PDPA.

Contact Us

26. If you have questions, feedback, or requests concerning this Notice or our handling of personal data, please contact us at **[insert privacy contact email or contact details]**.

Effect of Notice and Changes to Notice

27. This Notice applies together with any other policies, notices, contractual clauses, and consent clauses relating to our collection, use, and disclosure of your personal data.

28. We may revise this Notice from time to time. The latest version will apply from its stated effective or last-updated date. Your continued enrolment or relationship with us after any revision constitutes your acknowledgement of the updated Notice.