

## **Terms and Conditions**

All activity bookings (“Our Programmes”) with Waterways Watch Society (“WWS”) are subjected to terms and conditions mentioned herein. It is important for you to check the details of your booking confirmation carefully and promptly to ensure that it accurately reflects the booking you have requested. You should inform us immediately of any discrepancies or alterations.

### **1. OBJECTIVES OF PROGRAMMES**

The objectives of all our environmental programmes are to:

- a) Allow for a hands-on experience and observation of how interconnected and inter-related many issues are to the environment
- b) Have a platform to discuss the topics of sustainable planning and action
- c) Take ownership and feel a sense of belonging and care for their environment.

### **2. ACKNOWLEDGEMENT OF RISKS**

WWS strives to its fullest capacity to conduct all programmes in a safe and professional manner. Please see the Acknowledgement of Risks section of the Activity Application Form for more details. Risk Assessment and Mitigation Systems (RAMS) for the programme will be given upon request.

### **3. HEALTH AND SAFETY**

You are required to ensure that you and members of your group are fit enough to cope with the activity and the environmental circumstances associated with your booking. All participants must inform WWS prior to the event of any medical condition/ illness / disability (including medication which may affect their performance) so appropriate arrangements can be discussed and made. All participants should inform their facilitators immediately if they feel unwell during the activity.

### **4. ALTERATIONS TO CONFIRMED PROGRAMMES**

The total number of participants should be confirmed 15 days prior to the programme. Any changes in programme details and/or increase in number of participants after the deadline would be subjected to availability and would not be guaranteed.

If there is a shortfall in the total number of participants, the payment required would be based on the invoice sent and acknowledged by the client.

### **5. CANCELLATION & POSTPONEMENT POLICY**

Cancellations and postponements can be conducted via phone or email.

Cancellation policy is as follows:

<b>Number of days prior to the commencement of the programme</b>	<b>Chargeable fees</b>
8 or more days	20% of the programme fee (capped at \$200)
Less than 8 days	50% of the programme fee (capped at \$500)
Within the 48-hour period	100% of the programme fee

Postponement policy is as follows:

<b>Number of days prior to the commencement of the programme</b>	<b>Chargeable fees</b>
8 or more days	No charge
Less than 8 days	20% of the programme fee (capped at \$200)

## **6. WET WEATHER PLAN**

Please note that WWS do have alternative wet weather programmes specially planned to accommodate inclement weather. Some of the programmes are also designed to be conducted regardless of weather conditions. Please be informed that the full charges of the programme apply as invoiced even if the original programme has been substituted with the wet weather programme.

Postponement of programmes due to wet weather would not be chargeable and can be done as such:

- a) For all morning (“AM”) programmes, the coordinator should inform WWS of the postponement latest by 0700H.
- b) For afternoon (“PM”) programmes, the coordinator should inform WWS of the postponement latest by 1200H.

## **7. PAYMENT TERMS**

Payment is to be made within 30 days after the programme date. It can be done via:

- a) Cash
- b) Paynow
- c) Crossed cheque to ‘Waterways Watch Society’ or
- d) Bank transfer to OCBC Bank Account 695-4506-92001

## **8. PHOTO & VIDEO USAGE**

Photographs and videos may be taken by WWS during your activity for marketing purpose. WWS reserves the right to use these photos in our brochures, social media and in any other promotional material. Please refer to Annex A for more details of Data Protection Notice. If you wish to opt out, please contact us via [contactwvs@wvs.org.sg](mailto:contactwws@wvs.org.sg).

*The above information is updated as of 10 April 2021.*

## **DATA PROTECTION NOTICE**

This Data Protection Notice (“Notice”) sets out the basis which Waterways Watch Society (“we”, “us”, or “our”) may collect, use, disclose or otherwise process personal data of our customers in accordance with the Personal Data Protection Act (“PDPA”). This Notice applies to personal data in our possession or under our control, including personal data in the possession of organisations which we have engaged to collect, use, disclose or process personal data for our purposes.

### **PERSONAL DATA**

1. As used in this Notice:

“**customer**” means an individual who (a) has contacted us through any means to find out more about any goods or services we provide, or (b) may, or has, entered into a contract with us for the supply of any goods or services by us; and

“**personal data**” means data, whether true or not, about a customer who can be identified: (a) from that data; or (b) from that data and other information to which we have or are likely to have access.

2. Depending on the nature of your interaction with us, some examples of personal data which we may collect from you include your name and identification information such as your NRIC number, contact information such as your address, email address or telephone number, nationality, gender, date of birth, marital status, photographs and other audio-visual information, employment information and financial information such as credit card numbers, debit card numbers or bank account information.
3. Other terms used in this Notice shall have the meanings given to them in the PDPA (where the context so permits).

### **COLLECTION, USE AND DISCLOSURE OF PERSONAL DATA**

4. We generally do not collect your personal data unless (a) it is provided to us voluntarily by you directly or via a third party who has been duly authorised by you to disclose your personal data to us (your “**authorised representative**”) after (i) you (or your authorised representative) have been notified of the purposes for which the data is collected, and (ii) you (or your authorised representative) have provided written consent to the collection and usage of your personal data for those purposes, or (b) collection and use of personal data without consent is permitted

or required by the PDPA or other laws. We shall seek your consent before collecting any additional personal data and before using your personal data for a purpose which has not been notified to you (except where permitted or authorised by law).

5. We may collect and use your personal data for any or all of the following purposes:

- (a) performing obligations in the course of or in connection with our provision of the goods and/or services requested by you;
- (b) verifying your identity;
- (c) responding to, handling, and processing queries, requests, applications, complaints, and feedback from you;
- (d) managing your relationship with us;
- (e) processing payment or credit transactions;
- (f) sending your marketing information about our goods or services including notifying you of our marketing events, initiatives and promotions, lucky draws, membership and rewards schemes and other promotions;
- (g) complying with any applicable laws, regulations, codes of practice, guidelines, or rules, or to assist in law enforcement and investigations conducted by any governmental and/or regulatory authority;
- (h) any other purposes for which you have provided the information;
- (i) transmitting to any unaffiliated third parties including our third party service providers and agents, and relevant governmental and/or regulatory authorities, whether in Singapore or abroad, for the aforementioned purposes; and
- (j) any other incidental business purposes related to or in connection with the above.

6. We may disclose your personal data:

- (a) where such disclosure is required for performing obligations in the course of or in connection with our provision of the goods or services requested by you; or
- (b) to third party service providers, agents and other organisations we have engaged to perform any of the functions listed in clause 5 above for us.

7. The purposes listed in the above clauses may continue to apply even in situations where your relationship with us (for example, pursuant to a contract) has been terminated or altered in any way, for a reasonable period thereafter (including, where applicable, a period to enable us to enforce our rights under any contract with you).

## **WITHDRAWING YOUR CONSENT**

8. The consent that you provide for the collection, use and disclosure of your personal data will remain valid until such time it is being withdrawn by you in writing. You may withdraw consent and request us to stop using and/or disclosing your personal data for any or all of the purposes listed above by submitting your request in writing or via email to our Data Protection Officer at the contact details provided below.
9. Upon receipt of your written request to withdraw your consent, we may require reasonable time (depending on the complexity of the request and its impact on our relationship with you) for your request to be processed and for us to notify you of the consequences of us acceding to the same, including any legal consequences which may affect your rights and liabilities to us. In general, we shall seek to process your request within ten (10) business days of receiving it.
10. Whilst we respect your decision to withdraw your consent, please note that depending on the nature and scope of your request, we may not be in a position to continue providing our goods or services to you and we shall, in such circumstances, notify you before completing the processing of your request. Should you decide to cancel your withdrawal of consent, please inform us in writing in the manner described in clause 8 above.
11. Please note that withdrawing consent does not affect our right to continue to collect, use and disclose personal data where such collection, use and disclose without consent is permitted or required under applicable laws.

## **ACCESS TO AND CORRECTION OF PERSONAL DATA**

12. If you wish to make (a) an access request for access to a copy of the personal data which we hold about you or information about the ways in which we use or disclose your personal data, or (b) a correction request to correct or update any of your personal data which we hold about you, you may submit your request in writing or via email to our Data Protection Officer at the contact details provided below.
13. Please note that a reasonable fee may be charged for an access request. If so, we will inform you of the fee before processing your request.
14. We will respond to your request as soon as reasonably possible. Should we not be able to respond to your request within thirty (30) days after receiving your request, we will inform you in writing within thirty (30) days of the time by which we

will be able to respond to your request. If we are unable to provide you with any personal data or to make a correction requested by you, we shall generally inform you of the reasons why we are unable to do so (except where we are not required to do so under the PDPA).

### **PROTECTION OF PERSONAL DATA**

15. To safeguard your personal data from unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks, we have introduced appropriate administrative, physical and technical measures such as up-to-date antivirus protection, encryption and the use of privacy filters to secure all storage and transmission of personal data by us, and disclosing personal data both internally and to our authorised third party service providers and agents only on a need-to-know basis.

16. You should be aware, however, that no method of transmission over the Internet or method of electronic storage is completely secure. While security cannot be guaranteed, we strive to protect the security of your information and are constantly reviewing and enhancing our information security measures.

### **ACCURACY OF PERSONAL DATA**

17. We generally rely on personal data provided by you (or your authorised representative). In order to ensure that your personal data is current, complete and accurate, please update us if there are changes to your personal data by informing our Data Protection Officer in writing or via email at the contact details provided below.

### **RETENTION OF PERSONAL DATA**

18. We may retain your personal data for as long as it is necessary to fulfil the purpose for which it was collected, or as required or permitted by applicable laws.

19. We will cease to retain your personal data, or remove the means by which the data can be associated with you, as soon as it is reasonable to assume that such retention no longer serves the purpose for which the personal data was collected, and is no longer necessary for legal or business purposes.

### **TRANSFERS OF PERSONAL DATA OUTSIDE OF SINGAPORE**

20. We generally do not transfer your personal data to countries outside of Singapore. However, if we do so, we will obtain your consent for the transfer to be made and we will take steps to ensure that your personal data continues to receive a standard of protection that is at least comparable to that provided under the PDPA.

### **DATA PROTECTION OFFICER**

21. You may contact us through [wwsadmin@wws.org.sg](mailto:wwsadmin@wws.org.sg) if you have any enquiries or feedback on our personal data protection policies and procedures, or if you wish to make any request, in the following manner:

### **EFFECT OF NOTICE AND CHANGES TO NOTICE**

22. This Notice applies in conjunction with any other notices, contractual clauses and consent clauses that apply in relation to the collection, use and disclosure of your personal data by us.

23. We may revise this Notice from time to time without any prior notice. You may determine if any such revision has taken place by referring to the date on which this Notice was last updated. Your continued use of our services constitutes your acknowledgement and acceptance of such changes.

Effective Date: 10 April 2021

Last updated: 10 April 2021