

NUS Personal Data Notice For Staff

In connection with Personal Data Protection:

1. Staff agrees to Staff's personal data (that is in the possession of NUS and that Staff may provide NUS in the future) being collected, used and disclosed by NUS for the purposes of:
 - (i) processing, administering, managing and/or terminating Staff's employment relationship with NUS including for recruitment, training, employment benefits, payroll administration, performance appraisal (including general monitoring of performance for all Staff, and in respect of Academic Staff for evaluation for reappointment, tenure and/or promotion), administering and dealing with disciplinary proceedings in relation to any misconduct or unlawful conduct within NUS, dealing with conflict of interests, personal and career development, and such ancillary matters relating to Staff's health, general well-being and welfare as Staff of NUS;
 - (ii) facilitating communication with Staff or Staff's nominated contacts in an emergency;
 - (iii) managing NUS' infrastructure and operations, including disclosure and processing necessary for NUS to conduct its activities, including but not limited to responding to third party requests pursuant to contractual requirement and engaging of outsourcing companies;
 - (iv) maintaining campus safety and security of persons and property (including the use of CCTVs), as well as investigating any alleged or actual fraud, misconduct or unlawful conduct within NUS;
 - (v) carrying out due diligence or other monitoring or screening activities (including background checks) in accordance with legal or regulatory obligations or risk management procedures that may be required by law or that may have been put in place by NUS;
 - (vi) complying with legal or regulatory obligations or NUS' internal policies and procedures (including regulatory reporting in accordance with statutory obligations that may be required by law), as well as responding to requests for information from Ministries, public agencies, statutory boards or other similar authorities from time to time;
 - (vii) responding to legal process, pursuing legal rights and remedies, defending litigation and managing complaints or claims;
 - (viii) storage, hosting, back-up and disaster recovery;
 - (ix) carrying out and performing NUS' obligations in its contracts with current / potential partners and/or other third parties, which may require exchange of personal information of Staff with such counter-parties;
 - (x) administrative purposes including, without limitation, processing, facilitating and making arrangements for business travels, or processing payment to ex-Staff, and managing and administering the security control and access rights to NUS' premises;
 - (xi) processing and/or administering internal secondments / transfers of Staff

between affiliates;

- (xii) managing, facilitating and administering activities that are conducted or offered by NUS and/or external entities which may include the disclosure of Staff's information to NUS' Development Office, other NUS units and/or such external entities for the participation in social and welfare programmes, donation and/or other charity activities;
 - (xiii) taking of photographs and/or videos (whether by NUS Staff or third party photographers and/or videographers) during events or seminars organised by NUS or its affiliates for publicity purposes (including in NUS' publicity and communications materials); and
 - (xiv) disclosing and transferring data to any third party service providers, agencies (which may be sited out of Singapore) that provides administrative, data processing, computer or other services to NUS.
2. Staff understands and acknowledges that Staff's personal data will/may be disclosed by NUS to third party service providers or agents (whether in Singapore or elsewhere in the world where such service providers are sited) for one or more of the abovementioned purposes, as such third party service providers or agents, if engaged by NUS, would be processing Staff's personal data for NUS, for one or more of the abovementioned purposes.
 3. Staff further understands and acknowledges that NUS may retain Staff's personal data upon termination of Staff's employment relationship for any residual employment-related activities (for e.g., the provision of references, processing of applications for re-employment, record keeping purposes, matters relating to retirement benefits and allowing NUS to fulfil any of its contractual or statutory obligations).
 4. Staff consent to the collection, use and disclosure of Staff's personal data for the above purposes and Staff will ensure that Staff's personal data is correct and true by keeping Staff's personal information as declared by Staff to NUS up to date at all times.
 5. Staff further declare and warrant the following:
 - (i) that for any personal data of any other individuals disclosed by Staff in connection with processing, administering, managing and/or terminating Staff's employment and ancillary matters relating to Staff's general well-being and welfare, prior to disclosing such individuals' personal data to NUS, Staff have obtained the appropriate consent from the individuals whose personal data are being disclosed, to permit NUS to collect, use and disclose such personal data for the purposes related thereto; and
 - (ii) That for any data that Staff collect or have access to in the course of Staff's work, Staff would use and disclose the information in compliance with the obligations under the Personal Data Protection Act and other confidentiality requirements imposed on Staff.
 6. NUS' University Health Centre ("UHC") uses GPConnect, a clinic management system and an electronic medical records solution to manage its patients' medical records. GPConnect, owned by Integrated Health Information Systems Pte Ltd ("IHIS"), will be linked to the National Electronic Health Records System ("NEHR") which facilitates the processing and sharing of patient data with healthcare providers in Singapore. NUS' use of GPConnect will entail the sharing of patient data to the NEHR.

- (i) If Staff chooses to seek the services of UHC, Staff acknowledge and consent to:
 - (a) Allow NUS to collect, disclose, process and transfer Staff's personal data including all of Staff's patient data obtained during Staff's visits to UHC to GPConnect for the purpose of managing Staff's medical records;
 - (b) Allow IHIS, through GPConnect, to disclose, process, transfer and share Staff's personal and patient data to NEHR;
 - (c) Where such of Staff's personal and medical data is disclosed, processed and/or transferred by IHIS to NEHR,
 - a. to allow all institutions accessing the NEHR (including Ministry of Health ("MOH"), MOH Holdings Pte Ltd ("MOHH") and MOHH's affiliates) to access, use, disclose and share Staff's said personal and patient data for the purposes of providing Staff with healthcare services (including making medical referral and facilitating diagnosis); and
 - b. where MOH has given consent to such institutions mentioned at 6(i)(a), to allow Staff's personal and patient data to be used for approved research or such other approved purposes;
 - (d) Disclose and/or share Staff's personal and patient data with institutions connected to NEHR with other institutions.
 - (ii) Where Staff's Spouse and Dependents visit UHC for their medical and healthcare needs, Staff presents, warrant and undertake to NUS that Staff have obtained their consents for the abovementioned points 6 (i) (a) to (d).
7. Staff understand and acknowledge that the terms set out in this statement shall be incorporated by reference to and form part of Staff employment agreement with NUS.

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