

National University of Singapore (NUS) Privacy Notice for Course Participants

The National University of Singapore (NUS) manages and administers various courses, including undergraduate, graduate, and non-qualification courses. To do so, NUS needs to collect, use, disclose, and process personal data of individuals accepted as course participants (the “Course Participant”).

1. Why We Collect Your Personal Data

When you enrol in a course at NUS, we collect and process your personal data to manage your education and provide support services. We do this based on:

- **Contractual necessity** – To administer courses and services related to your enrolment.
- **Legitimate interests** – To improve student services, security, and research.
- **Explicit consent** – For optional services like marketing and event invitations.

We use your data for:

- Enrolling you in courses and providing class materials, timetables, and exam details.
- Managing your course participation, including communication on fees, grades, and administrative matters.
- Responding to inquiries and processing applications for financial aid or scholarships.
- Ensuring campus safety, including CCTV monitoring for security purposes (footage retained for **120 days** unless needed for investigations).
- Sharing necessary data with government agencies when legally required.
- Conducting institutional research and strategic planning.
- Facilitating participation in NUS events, networking, and alumni engagement.
- Sending you marketing or event invitations **only if you opt in**, with an easy opt-out option available.
- Processing and administering overseas learning trips, student activities, and other academic opportunities.
- Taking photographs or videos during NUS events for promotional and publicity purposes.

2. Who We Share Your Data With

- **Service Providers** – Trusted third parties (e.g., IT vendors, education service providers) bound by **confidentiality agreements**.
- **Government Agencies** – When legally required (e.g., Ministry of Education, Ministry of Health).
- **International Transfers** – Personal data may be transferred to overseas institutions under **contractual agreements ensuring compliance with Singapore's PDPA**.

3. How Long We Keep Your Data

- **General Course Participant Data** – Retained for **5 years** after course completion, then anonymized or securely deleted.
- **CCTV Footage** – Retained for **120 days**, unless needed for investigations.

4. Your Rights Over Your Data

You have the right to:

- **Access Your Data** – Request a copy of your personal information.
- **Correct Your Data** – Request updates if your data is incorrect.
- **Withdraw Consent** – Opt out of optional data uses (e.g., marketing emails).
- **Request Deletion** – Ask us to delete your data where applicable.
- **Make a Data Request** – Email **dpo@nus.edu.sg**, and we will respond within **30 days**.

5. How to Contact Us

- **Data Protection Officer (DPO):** If you have questions, contact **dpo@nus.edu.sg**
- **Response Time:** General inquiries will be responded to within **5-7 business days**, while data access or correction requests will be processed within **30 days**.

6. Your Consent

By enrolling in an NUS course, you confirm that you have read and understood this notice and agree to how NUS collects, uses, and shares your personal data. If you want to withdraw consent, you can contact us at any time.