



ATTC Personal Data Protection Policy Statement

Introduction

Air Transport Training College (ATTC) is committed to protecting the privacy of individuals who provide personal data to us.

The personal data enables ATTC to provide quality, industry relevant professional development and training in aerospace engineering and aviation management to prepare our students for success in a dynamic and global aviation industry

This document briefly describes how ATTC complies with the Personal Data Protection Act.

Understanding personal data

“Personal data” means data, whether true or not, about an individual who can be identified from that data; or from that data and other information to which the school has. It includes electronic or non-electronic data. Examples of such personal data would be your name, NRIC, passport number, home telephone number and home mailing address.

“business contact information” in contrast means an individual’s name, position name or title, business telephone number, business address, business electronic mail address or business fax number and any other similar information about the individual, not provided by the individual solely for his personal purposes.

Collection, use and disclosure of personal data

ATTC collects the personal data of students, prospective students and applicants for our courses. These are used for the purposes of student selection, or course registration or administration, or student management or for informing on ATTC activities, events or courses. ATTC also collects the personal data of students’ family or next-of-kin to provide contact information in the event of an emergency.

ATTC collects the personal data of staff and applicants for staff positions, and of their families. These are used for the purposes of staff selection and recruitment or human resource management. The personal data of family members is for the purpose of providing benefits and privileges to the families of ATTC staff and to provide contact information in the event of an emergency

The personal data of students and staff may be disclosed to third parties where required. This may be to government agencies such as Civil Aviation Authority of Singapore (CAAS), Council for Private Education (CPE) or Workforce Development Agency (WDA) where required by their regulatory functions or for training grant applications. This may also be to ATTC’s partner institutions where, for students the award upon successful completion of the course is made by the external partner and where, for staff, there is a need to establish the quality and experience of ATTC’s teaching faculty.

Consent

By providing your personal data to ATTC, you consent to ATTC's collection, use and disclosure of your personal data in accordance with this policy statement.

Accuracy, access to and correction of personal data

ATTC strives to ensure the accuracy of the personal data in our possession. Please inform us of any changes so that we can keep your personal data up-to-date and accurate

You may request to access or to correct any error or omission in your personal data in our possession by making a submission in hard copy (e.g. letter or fax) or soft copy (e.g. email). Proof of identity may be required.

Withdrawal of consent

You may withdraw the consent previously given to ATTC for the collection, use or disclosure of personal data by submitting a request in hard copy (e.g. letter or fax) or soft copy (e.g. email). Proof of identity may be required.

However, if you withdraw your consent to the collection, use and disclosure of your personal data, ATTC may no longer be able to attend to your educational, welfare, professional or other needs as a student or staff.

Care of personal data

ATTC will take reasonable security measures to safeguard the personal data collected. These include administrative, physical and technical protection measures.

Contacting Us

If you have any queries about your personal data with us, or about our Data Protection Policy, or would like to access or make corrections to your personal data records, or withdraw your consent to our use of your personal data, or make a complaint, you may contact Vice President (Corporate), Mr Wee Lian Teck, via email at weelt@attc.edu.sg