



# Jesuit Refugee Service (Singapore) Limited

7A, Lorong 8, Toa Payoh, #04-01 • Agape Village • Singapore 319264

Tel: 68017400 • E-mail: admin@jrsg.org

NEW  EXISTING

<b>NAME (as in NRIC)</b>		<b>DATE OF BIRTH</b>	<b>GENDER</b> M <input type="checkbox"/> F <input type="checkbox"/>
<b>HOME ADDRESS (Blk No, Street Name, Unit #)</b>		<b>NATIONALITY</b>	<b>RELIGION</b>
		<b>MOBILE</b>	<b>PARISH</b>
<b>EMAIL</b>		<b>LANGUAGE SPOKEN</b>	<b>LANGUAGE WRITEN</b>
<b>OCCUPATION</b>			
<b>EMPLOYER (OPTIONAL)</b>			
<b>PREFERRED AREA OF INVOLVEMENT/SKILLS</b>			
<b>STATE PAST EXPERIENCES IN VOLUNTEERISM AND NUMBER OF YEARS?</b>			

In completing this form I am registering to volunteer with Jesuit Refugee Service Singapore.

\_\_\_\_\_ (Signature)

Name as in NRIC/FIN (Block Letters):

Date:

### REMARKS

**Jesuit Refugee Service (Singapore) Limited**  
**PERSONAL DATA PROTECTION ACT (PDPA) CONSENT FOR VOLUNTEERS**

In filling this form, I consent to:

1. Jesuit Refugee Service Singapore (JRS) to store, retain, modify, read, retrieve, use, transmit and process my personal data submitted in this form and in the volunteer application form, including the disclosure of my personal data to approved third parties, for the purpose of my volunteering application.
2. Providing personal data about a third party (eg emergency contact person, references, etc) upon request and confirm that I have obtained the consent of such third party for the disclosure of their personal data to JRS.
3. JRS to use my personal data including and not limited to photos/videos taken at JRS's event for their publicity materials; which include and are not limited to:
  - a. Printed Publications
  - b. Website
  - c. Social Media
  - d. Corporate Videos
4. Relevant information may be disclosed to the authorities, upon request, or as may be required by applicable law or regulation; and
5. Receive news and updates (eg events and programmes) from JRS through the following mode (tick your preference):  
 Email       Call       WhatsApp       Post

I understand that I can write to JRS to withdraw my consent.

I understand and agree to all the above-listed undertakings.

\_\_\_\_\_ (Signature)

Name as in NRIC/FIN (Block Letters):

Date:

**Jesuit Refugee Service (Singapore) Limited**  
**SECURITY POLICY, CONFIDENTIALITY & NON-DISCLOSURE AGREEMENT FOR VOLUNTEERS**

Every volunteer (Volunteer) of Jesuit Refugee Service Singapore (JRS) is required to respect and maintain confidentiality of all information, including but not limited to, beneficiary, client, and donor (Clients) personal information and data; business documents, reports, records, files, to which the Volunteer has access in carrying out his/her responsibilities, duties and/or assignments.

This is necessary to ensure that information given to JRS is kept strictly confidential and that the integrity of such clients' personal particulars and information entrusted to JRS are not compromised.

In this regard, we require our Volunteer assisting us to undertake the following:

1. Not to divulge or use any of the Clients' personal information to any unauthorised third party without the prior consent of the management of JRS.
2. Not to disclose to any unauthorised individuals, confidential information which may come to your knowledge during the course of your engagement in the JRS.
3. Not to discuss, disclose, share, release or use any details of the JRS's Clients' data to any third party, unless strict prior written consent has been obtained from the party involved, and/or JRS.
4. Not to duplicate, remove or retrieve, information or documents from the premises or digital sources of JRS in any form (printed, photographically, digitally, or any other form or medium), unless strict prior written consent has been obtained from JRS.
5. All materials designed or created for JRS are deemed the property of JRS, unless otherwise agreed prior and approved by management of JRS.

Please note that this agreement to preserve as confidential all knowledge, data or proprietary information of JRS remains even after the Volunteer has discharged his/her responsibilities.

I understand and agree to all the above listed undertakings.

\_\_\_\_\_ (Signature)

Name as in NRIC/FIN (Block Letters):

Date: