



PERSONAL DATA  
PROTECTION COMMISSION  
S I N G A P O R E

**TEMPLATE NOTICE FOR COLLECTION OF NRIC NUMBERS**

**Published 31 August 2018**

## INTRODUCTION

1. This template notice is crafted broadly for general use, and organisations may wish to adapt this template so as to notify their customers of their existing efforts to comply with the revised [Advisory Guidelines on the Personal Data Protection Act \(PDPA\) for NRIC and other National Identification Numbers](#) and the expected date of completion to better manage their customers' expectations.
2. Please fill in the information indicated in square brackets (for example, please fill in the date when the notice is put up in place of “[date of notice]”).
3. Please delete the information with asterisk (\*) where appropriate (for example, please specify whether your organisation is reviewing its website, system and/or platform in the first row of the template table).
4. An organisation that wishes to use this template should review and confirm that it meets the organisation's requirements or whether amendments should be made to suit the organisation's specific circumstances (e.g. if additional or alternative areas should be included).

[Date of Notice]

Dear Customer,

<p><i>We are aware</i></p>	<p>of the revised Advisory Guidelines on the PDPA for NRIC and other National Identification Numbers that the Personal Data Protection Commission (PDPC) issued on 31 August 2018, and are in the midst of reviewing our <b>website/system/platform*</b> and policies to adhere to these guidelines.</p>
<p><i>We seek your understanding</i></p>	<p>that we are continuing with the collection and use of <b>NRIC Numbers/Foreign Identification Numbers (“FIN”)/Birth Certificate Numbers/Work Permit Numbers*</b>, while we enhance our <b>website/system/platform*</b>. We expect to effect these changes within <b>three/six/nine/twelve*</b> months, to be completed by <b>[date of completion]</b>.</p>
<p><i>We assure you</i></p>	<p>that we will undertake proper safeguarding measures to protect your personal data (including <b>NRIC Numbers/FIN/Birth Certificate Numbers/Work Permit Numbers*</b>) under our care.</p>
<p><i>Contact us</i></p>	<p>at <b>[Contact No.]</b> or <b>[Email Address]</b> should you have any queries or concerns.</p>

Thank you for your understanding and we look forward to your continuous support!

Regards,

[Signature of DPO]

[Name of DPO]

Data Protection Officer

END OF DOCUMENT

Copyright 2018 – Personal Data Protection Commission Singapore (PDPC)

This publication provides a template notice for the collection of NRIC numbers and other national identification numbers before PDPC applies the interpretation in Part II of the Advisory Guidelines on the PDPA for NRIC and other National Identification Numbers. The contents herein are not intended to be an authoritative statement of the law or a substitute for legal or other professional advice. The PDPC and its members, officers and employees shall not be responsible for any inaccuracy, error or omission in this publication or liable for any damage or loss of any kind as a result of any use of or reliance on this publication.