

A. Why do you need to share your data with LAB?

Sharing your data enables Legal Aid Bureau (“LAB”) to better facilitate and tailor the legal services provided to you and your family. Data collected by LAB will be kept strictly confidential, and will be used to conduct the following:

1. Making evaluations pertaining to your application

In the process of deciding whether you are eligible for legal aid, your personal information will allow our board to make a fair assessment based on your circumstances. For example, the information collected will be used to conduct the means and merits test to determine if you are eligible for aid. In addition, the data will allow LAB to conduct the necessary investigations required to represent you effectively.

2. Preparation of court documents

The data collected will also be used by our legal team to fulfil the relevant court formalities pertaining to your case. For example, in the preparation and filing of relevant court forms and affidavits, your personal information will be required.

3. Operational purposes

Data collected will also be used by LAB to conduct evaluations on our internal processes. Any statistics and information collected will enable LAB to enhance its processes to provide you with better service.

B. Terms and Conditions (Consent for Data Sharing)

1. By making an application (which includes aid, advice or assistance) to the Legal Aid Bureau (LAB), you shall be deemed to have accepted and agreed to be legally bound by these Terms and Conditions. If you do not agree to these Terms and Conditions, please discontinue your Application.

2. LAB may modify these Terms and Conditions from time to time at its sole discretion. All changes to the Terms and Conditions will be incorporated directly onto this page, and your submission of an Application after such changes have been incorporated will constitute your agreement to the modified Terms and Conditions and all of the changes. For the avoidance of doubt, LAB does not undertake otherwise to inform you of any changes to these Terms and Conditions.

3. In the event that you are not the Applicant, please indicate to the officer whether you are:

- a. **The Parent/Legal Guardian of the Applicant who is under 21 years of age.** Please indicate your NRIC number and the Applicant’s NRIC number to the officer. Please note that the consent expires once the applicant reaches 21 years of age.
- b. **Donee(s) acting under a Lasting Power of Attorney granted by the Applicant when he/she was 21 years old or above; or Deputy(s) appointed by the Court under the Mental Capacity Act (Cap. 177A) to act on behalf of the Applicant.** Please check whether you may act singly or jointly with other donee(s)/deputy(s).

Declaration

3. By making an Application to the Legal Aid Bureau, you hereby
 - a. Consent to your personally identifiable data being collected, stored, and used by LAB for the purposes of processing your Application, and/or for any other purpose relating to LAB's operations. You also consent to your personally identifiable data being shared with third parties for the purposes of verifying the information provided by you, processing your Application, and/or for any other purpose relating to LAB's operations and the requirements under the Legal Profession Act or other legislation
 - b. Agree that your consent at 3(a) above shall remain in effect unless revoked in writing by a notice sent to this link (<https://www.mlaw.gov.sg/eservices/enquiry>). You accept that any such withdrawal of consent will only take effect after 7 working days from the date of receipt of your withdrawal. Please note that your withdrawal of such consent could affect the service level in the processing of your Application and may result in LAB being unable to process your Application entirely.
 - c. For the avoidance of doubt, nothing in clauses 3(a) and 3(b) above shall be taken as limiting or prejudicing in any way whatsoever any power under written law to compel, obtain, share, disclose, and/or otherwise deal with your personally identifiable data.
 - d. Agree to indemnify, hold harmless, and defend LAB at all times from and against any claims, actions or demands, including, without limitation, losses, liabilities, cost and expenses (including but not limited to legal costs and expenses on a full indemnity basis) made against or suffered or incurred by LAB arising directly or indirectly out of your Application or your breach of any of these Terms and Conditions or LAB's Terms of Use.

Use of Data

4. If you provide us with personal data
 - a. We may share necessary data with other Government agencies, so as to serve you in the most efficient and effective way unless such sharing is prohibited by law.
 - b. We may share your personal data with non-Government entities that have been authorised to carry out specific Government services. We will NOT share your personal data with non-Government entities without your consent except where such sharing complies with the law.
 - c. For your convenience, we may also display to you data you had previously supplied us or other Government Agencies. This will speed up the transaction and save you the trouble of repeating previous submissions. Should the data be out-of-date, please supply us the latest data.

Protection of Data

5. To safeguard your personal data, all electronic storage and transmission of personal data is secured with appropriate security technologies.

6. Please contact us if you :
- a) have any enquires or feedback on our data protection policies and procedures; or
 - b) need more information on or access to data which you have provided to us in the past.

Definitions

7. "Government Agency" refers to an Organ of State, Ministry, Department or Statutory Board.
8. "Non-Government entity" refers to a person other than a Government Agency.
9. "Personal data" shall have the same meaning as its definition in the Personal Data Protection Act 2012 (No. 26 of 2012)."