

A Quick Guide to Consent Provision

In Government Scheme Applications

VERSION 0.3
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This pamphlet is a quick guide to the consent you and your family provides to government schemes as part of your application for services, assistance, subsidies or benefits.

Why do I have to provide consent for my application?

Government schemes request your consent to access your personal information in government agencies. This information is used to process your application and assess your eligibility (also known as means-testing) for the scheme.

By giving consent, you gain convenience and do not need to provide supporting documents of data (e.g. NRIC photocopy, CPF statement) which the government already has of you unless additional verification is required. This allows government schemes to process and assess applications for you and your family in a faster and more informed way.

How will my personal information be used by the participating schemes?

Your consent enables government schemes to access your personal data and assess if you and your family are eligible for the scheme. Your data may also be used for analysis and evaluation to improve schemes and/or to create new social services or public assistance schemes. You may refer to the Terms of Consent on the consent form for more information.

Who can provide consent in the application to the scheme? Can I give consent for all my family members?

An individual's personal data should only be used with his/her knowledge and consent. Persons who are (i) at least 21 years old based on date of birth at the point of consent signing; (ii) with sufficient mental capacity to understand the Terms of Consent, should provide consent for themselves. For the following groups (Exceptions) who are unable to provide consent themselves, their authorised representative(s) can provide consent on their behalf:

Exceptions		Authorised Representative(s)
a)	Minor below the age of majority (i.e. 21 years old) based on date of birth at the point of signing the consent form	• Birth/Adoptive Parent of the minor and/or • Legal Guardian of the minor
b)	Mentally incapacitated (must be certified by a Singapore-registered doctor)	• Donee(s)* under a Registered Lasting Power of Attorney • Court-appointed Deputy(ies)* under the Mental Capacity Act.
c)	Deceased	• Executor, or Administrator of the Estate

* If the Donee or Deputy is appointed to only act jointly for the incapacitated person, then all the appointed Donees and Deputies must provide consent on behalf together for him/her.

What should I do if any of my family members are unable to sign the consent form? Can I sign on his/her behalf?

It is important for an individual's personal data to be used only with one's own knowledge and consent. If he/she is at least 21 years old and has the mental capacity to understand the Terms of Consent, he/she should provide consent himself/herself.

If you have a family member in your application who is unable to provide consent (e.g. overseas, no authorised representative) to allow government schemes to access their personal data, please inform the government scheme to discuss how to proceed with your application.

Can my child who is turning 21 this year provide consent for himself/herself?

To provide consent for oneself, your child would need to be at least 21 years old based on his/her date of birth when he/she signs the consent form. Before that, his/her Birth/Adoptive Parent or Legal Guardian (if any) would need to provide consent

on his/her behalf. This will ensure that his/her personal data is used only with proper knowledge and consent.

What are the types of consent which can be provided?

Participating schemes* offer two or more of the following options for you to specify the scope of consent you wish to provide:

All-Schemes

This allows all participating schemes to access your personal information needed to assess your or your family's eligibility for their schemes. In addition to the scheme(s) you apply to, other participating schemes can process subsequent applications from you or your family if your previous consents are still valid. This is to reduce the inconvenience of having to give consent to each scheme every time your information is required.

Agency-Specific

This only allows the agency(ies) which you have specified to access your personal information to assess your or your family's eligibility for the scheme(s) they administer. Participating schemes from other agencies will not be able to access your personal information. If you or your family apply for schemes from other agencies, you and your family would need to give the necessary consent again.

Single-Scheme

This only allows the scheme(s) which you have specified (e.g. the current scheme(s) you are applying for) to access your personal information to assess your or your family's eligibility for the scheme(s). This consent is valid for your current application(s), and any subsequent renewals or reapplications for the same specified scheme(s). Other participating schemes*, including those in the same agency, will not be able to access your personal information. If you or your family apply for other schemes, you and your family would be asked to give the necessary consent again.

** Refers to the schemes on the Household Means Eligibility System, a government system used by public agencies to conduct means-tests. You can refer to [HOMES webpage](#) for the full list of participating schemes.*

Can I now choose to provide consent for all schemes if I had previously provided consent for some schemes or agencies only?

Yes. You can choose to provide consent for all schemes even if you have previously provided consent for only some schemes or agencies. Please approach the government scheme to obtain the consent form.

What should I do if my family member is unable to read or understand the consent clauses?

Please approach the government scheme to obtain consent clauses in English, Chinese, Malay or Tamil. Alternatively, you can inform them that you or your family require assistance to understand the consent clauses.

Can I provide transactional type of consent e.g. one-time?

This option is currently not supported. To minimise hassle to you and your family when you renew or reapply to participating schemes, the consents you have given for the application of the participating schemes will remain valid and continuous until withdrawn.

Can I choose not to provide consent, and to provide my own supporting documents to the scheme instead?

It is your right to choose not to provide consent. Without your consent, the government scheme will not be accessing your personal information in government agencies to process your application or assess your eligibility. Please approach the government scheme to discuss how to proceed with your application.

Can I withdraw my consent after I have given it?

Yes. If you wish to withdraw your consent, please approach the government scheme for assistance. Upon withdrawing your consent, all participating scheme(s) will not be able to use your personal data in government agencies to administer the scheme(s).

Upon withdrawal of your consent, your and your family's subsidies or services may be affected as the scheme may need your personal information to assess or disburse benefits to you or your family. In such cases, you may be asked to provide your consent again.

Please note that withdrawing your consent does not affect the right of government and participating agencies to collect, share and use your personal data if permitted or required by law, or in the public interest.

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What measures are there to protect my personal information from unauthorised access, misuse, or breach?

Your personal information can only be accessed for official purposes and on a need-to-know basis by users who are authorised by the schemes and have signed an undertaking to observe the governance and legal requirements.

All access is controlled and monitored. Regular reviews of users and audits are also conducted to investigate or detect any anomalies or suspected cases of unauthorised access and misuse of personal information.

The government considers all cases of unauthorised access, misuse, or breach of confidentiality as serious matters.

If you have any other questions on consent, please contact us via the enquiry form on the [HOMES webpage](#).