



Dear Parents/Guardians of Pathlight Students

DEVELOPMENTAL DISABILITY REGISTRY (DDR) & DDR IDENTIFICATION (ID) CARD FOR PERSONS WITH SPECIAL NEEDS

IMPORTANT NOTE TO PARENTS

This is a very important decision for you to make on behalf of your child so please consider the information carefully.

The School has chosen to be a DDR Participating Agency in order to extend this National Council of Social Service (NCSS) facility to parents as a value-added service. It is also our responsibility to highlight potential risks for you to make an informed decision.

The decision is entirely up to you and registration is fully voluntary, and there is no cost involved.

For you to make an informed decision, we have attached some Frequently Asked Questions on the DDR and DDR ID Card. More information can also be found on the NCSS (<https://bit.ly/NCSS-DDRID>) and SG Enable (<https://bit.ly/SGENABLE-DDR>) websites.

Background

The NCSS, with the support of the Ministry of Social and Family Development (MSF), has developed a database called the DDR. This registry works as a central database where critical information of persons with special needs is captured.

The DDR database allows the police and public to give assistance to persons with special needs e.g. it can help the police to verify their identity when they are lost or if detained for alleged offences. In addition, a DDR ID Card can also be issued to persons with special needs.

The following options are yours to make for your child:

- Register my child's data in DDR ONLY
- OR
- Register my child's data in DDR AND apply for a DDR Identification Card
- OR
- DO NOT register my child in DDR

If your child is already registered on DDR by another organisation/Voluntary Welfare Organisation (VWO), you can choose to have your child's information transferred to the School.

You also have the choice to opt out of DDR if you wish should you change your mind in the future.

For us to do our registration for your child, we would greatly appreciate it if you could complete the attached Reply Slip and submit it to us during the Registration Day.

Please note that if you opt for a DDR ID card, you would need to indicate the information you would like included in the card (please fill up Section 2 of the attached form), as well as submit a recent passport-sized photograph of your child to the school.

We thank you for your partnership.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Linda Kho', written in a cursive style.

Ms Linda Kho
Principal

FREQUENTLY ASKED QUESTIONS (FAQs)

(All FAQs per clearance with NCSS)

Important Note to Parents

Parents, please note that this is a very important decision for you to make on behalf of your child.

Being registered on the DDR would mean that confidential information about your child will be entered and stored in a central database.

While the DDR ID Card has its benefits, please be aware of the potential risks of having your child carry the card as it will reflect personal information relating to your child.

It is our responsibility to highlight these potential risks for you to make an informed decision.

Please note that you can opt not to have your child carry the DDR ID Card on him/her when they are out on their own.

1. What is the Developmental Disability Registry (DDR)?

The DDR is a centralized database developed and managed by the National Council of Social Service (NCSS). Pathlight School has chosen to be a DDR Participating Agency to make it available for all our students.

2. What are the advantages for parents?

- I. Your child's data will be captured in this DDR database – this data is accessible to the police if your child is lost and will provide a source of identification. It can also help to minimize your child from being the victim of wrongful accusations.
- II. You can also opt for your child to carry a DDR ID Card – This card identifies your child as having special needs and helps members of the public and the police to render assistance to your child especially when he/she is unaccompanied outside your home.

Currently, if your child is able to give his/her name and IC number, the police will contact the Centre for Enabled Living (CEL) 24-hour hotline to verify identity. With this DDR ID Card, it would be much easier for identification.

3. What data is captured in the DDR and on the DDR ID Card?

The data required for the DDR is more extensive than the data required for the DDR ID Card.

For DDR database:

- Name of your child
- Date of birth
- Gender
- Address

- Contact number (residence and emergency)
- Language spoken
- Special needs
- Agency name
- Agency's address / contact number
- Serial number / date of issue of card
- Your child's identification number (NRIC/BC/FIN)

For DDR ID Card:

The card contains useful information regarding the holder, as found in the table below. The information in the left column is mandatory, while information in the right column is optional.

Required Information on DDR ID Card	Optional Information that can be included
1. Name and photo	1. Residential address
2. Date of birth	2. Residential and/or emergency contact number of parents/guardians
3. Gender	3. Language spoken by your child
4. VWO contact	4. Special needs of your child
5. DDR ID Card serial number	

4. What does the DDR ID Card look like?

Below is a picture of a sample card.

Front view of card



Back view of card

ADDRESS	:
CONTACT NO.	:
AGENCY NAME	:
AGENCY ADDRESS	:
GENDER	:
LANGUAGE SPOKEN	:
CARD ISSUE DATE	:
SPECIAL NEEDS	:

5. How secure is my child's data on the DDR?

The DDR system is developed by the NCSS with the support of MSF. All information pertaining to your child that is submitted to the Registry is kept confidential, and the data is strictly restricted to authorized staff only. Access to the DDR is by Singpass only.

The School will restrict staff access rights and only allow access to those whose role requires them to input your child's data. If a staff resigns from the School, his/her rights will be disabled.

6. Who can access my child's data?

The key VWO (i.e. Pathlight) maintaining your child's record will be able to view and update your child's data whenever there are changes.

Only appointed Pathlight staff and CEL will be able to access your child's information at different levels. The client, parents and the public will not be able to access your child's data.

Pathlight and CEL respect data confidentiality and CEL will only share information with the police when it is absolutely necessary (e.g. for identification purpose in the event that the child is lost).

If your child transfers to another VWO, all existing data will be transferred to that VWO and they will be able to view your child's data if you so choose.

7. What are the costs involved?

There are no costs involved for parents for your child to be registered on the DDR and issued the DDR ID Card.

8. Is DDR registration compulsory for all Pathlight students?

No, registration for DDR and DDR ID Card is purely voluntary. You can choose not to register for your child.

9. What if my child is already registered on DDR?

If your child is already registered on DDR and you would like the School to be the key agency managing your child's data, please fill in the Reply Slip to the School.

Your consent is compulsory in order for the other organisation/VWO to transfer your child's data to us.

10. Can I choose for my child to opt out of DDR?

Yes, you may choose to remove your child's data from DDR at any time. You will simply need to fill in a form.

11. What other benefits of DDR are there?

DDR ID Cardholders can enjoy a benefits programme that give discounted rates for services and access to facilities offered by participating agencies.

There are special rates for Therapy Services, Assistive Equipment and Places of Interest in Singapore. For the full list of participating agencies and details of benefits, please visit the NCSS website at <https://bit.ly/NCSS-DDRID>.



Please affix a passport-sized colour photograph of your child onto this space if you want to apply for a DDR ID Card.

FOR PARENTS TO COMPLETE REPLY SLIP: DDR

Please note that a reply is necessary and this form must be completed and returned to the General Office to Student Affairs department.

Section 1 (please tick in the appropriate box):

If your child is **NOT** on DDR, please choose 1 option ONLY

- Yes, I allow my child's data to be captured in the DDR database.
- Yes, I allow my child's data to be captured in the DDR database and for a DDR ID Card to be issued for my child. *Please complete Section 2 below if you have chosen this option.
- No, I do not want my child's data to be captured in the DDR database.

If your child is already **on** DDR, please choose 1 option ONLY

- My child's data is already in the DDR database and I want his/her data transferred to the School from (Name of current DDR-registered VWO: _____).
- My child's data is already in the DDR database and I want his/her data transferred to the School from (Name of current DDR-registered VWO: _____). Additionally I would like to request for a DDR ID Card to be issued for my child. *Please complete Section 2 below if you have chosen this option.
- My child's data is already in the DDR database and I do not want his/her data to be transferred to the School.

SECTION 2

THE NEXT SECTION IS TO BE COMPLETED ONLY IF YOU HAVE INDICATED THAT YOU WISH FOR THE DDR CARD TO BE ISSUED.

This card contains useful information regarding the holder, as found in the table below. The information in the left column is mandatory, while information in the right column is optional.

Required Information on DDR ID Card	Optional Information that can be included
1. Name and photo	1. Residential address
2. Date of birth	2. Residential and/or emergency contact number of parents/guardians
3. Gender	3. Language spoken by your child
4. VWO contact	4. Special needs of your child
5. DDR ID Card serial number	

Please tick in the boxes below the information you wish to include in the DDR card:

- Residential address
(Please indicate: _____)
- Residential and/or emergency contact number of parents/guardians
(Please indicate contact no: _____)
- Language spoken by the cardholder (please indicate: _____)
- Special needs of the cardholder (please indicate: _____)
[Example: ASD / Autism]

Name of Student: _____

BC No of Student: _____

Class: _____

Name of Parent: _____

Parent's Signature: _____

Date: _____

Note: Please return reply slip to the School General Office

For Use by Student Affairs Dept:

Form Rec'd & Processed By	Entry Verified By	Remarks
Doc Saved By:	Doc Verified By:	Card Rec'd On:
Date Saved:	Date of Verification:	
Remarks:	Remarks:	Remarks: