

SCREEN LMS

Screen LMS Terms of Use (Singapore)

Contractual terms for authorised access to Screen LMS, subject to Singapore law and mandatory statutory rights.

LEGAL AND ASSURANCE STATUS: Operational draft for implementation and UAT. It has not been represented as approved by Singapore-qualified counsel, an accredited certification body or an external auditor.

Document code	TERMS-001	Version	1.0
Effective date	2026-07-12	Next review	2027-07-12
Owner	Data Chord Pte. Ltd.	Audience	all
Status	Pending review by Singapore-qualified counsel and the appointed DPO	Acknowledgement	Required for designated roles

Change history

Version / effective date	Change	Owner	Approval status
1.0 / 2026-07-12	New Singapore-governed terms of use.	Data Chord Pte. Ltd.	Pending required approval and legal review

Controlled copy: the current LMS-published version. Printed or forwarded copies are uncontrolled. A material change creates a new version; earlier versions and acceptance evidence are preserved.

Purpose and scope

Contractual terms for authorised access to Screen LMS, subject to Singapore law and mandatory statutory rights.

This document applies to Screen LMS application operations, relevant Azure services, authorised users, administrators, service providers and records within its stated audience.

Governance principles

- Apply Singapore law, contractual commitments and approved organisational policy using documented, risk-based decisions.
- Use data minimisation, least privilege, separation of duties and secure defaults.
- Preserve evidence sufficient to demonstrate what was decided, implemented, tested and reviewed.
- Escalate uncertainty; do not treat this operational draft as legal advice or certification evidence by itself.

Roles and responsibilities

- The document owner maintains this controlled version, monitors changes and initiates review after a material legal, technical, supplier or business change.
- Managers assign accountable control owners, approve resources and review significant exceptions, risks, incidents and overdue actions.
- Users and authorised suppliers follow the policy, complete required training, protect credentials and report suspected incidents or nonconformities promptly.
- The Data Protection Officer reviews personal-data implications and the security owner reviews confidentiality, integrity and availability implications.

Service and authorised use

Screen LMS may be used only by authorised users for the programme, employment, assessment, support or administration purpose assigned to their account. Users must provide accurate information, protect credentials and follow applicable programme rules and policies.

Content, assessment and intellectual property

Users remain responsible for submitted content and must have the right to upload it. Learning and assessment materials may be protected by copyright, confidentiality and contract. Copying, scraping, redistribution or model training outside authorised use is prohibited.

Availability, changes and support

The operator may maintain, update or suspend functions to protect security, meet legal obligations or improve the service. Material changes to rights or obligations are issued as a new controlled version and may require renewed acceptance.

Governing law and disputes

These terms are governed by the laws of the Republic of Singapore, subject to mandatory rights that cannot lawfully be excluded. Disputes should first use the published support or complaint route. Final liability wording requires Singapore-qualified legal approval before production publication.

Accounts, suspension and termination

- The organisation may suspend access where necessary to protect users, investigate misuse, satisfy a legal obligation or manage non-payment under an applicable contract.
- Where practicable, the user or customer is informed of the reason, expected next step and available review route.
- Termination does not erase records that must be retained for legal, security, accreditation, payment or dispute purposes.

Liability and third-party services

Third-party integrations remain subject to their own terms and availability. Any limitation or exclusion of liability must be reviewed and approved by Singapore-qualified counsel before publication.

Records and evidence

- Keep the approved version, superseded versions, approval record, publication record, acceptance evidence where required, training evidence, exceptions and review decisions.
- Apply role and tenant access restrictions, protect evidence from unauthorised change, and use the approved retention and secure-disposal schedule.
- Do not place secrets, passwords, access tokens or unnecessary personal data in governance evidence or issue trackers.

Monitoring, exceptions and review

The owner reviews the policy at least by the scheduled date and after a material incident, audit finding, law change, supplier change, architecture change or significant processing change.

- Record each exception with business justification, affected assets or data, risk, compensating controls, approver, owner, expiry and review date.
- Track findings and overdue actions through the corrective-action process and verify effectiveness before closure.
- A material change creates a new controlled version. Where the policy is an access condition, the LMS presents the new version for renewed acceptance while preserving earlier evidence.

Official sources and external references

Sources were checked during the 12 July 2026 policy refresh. The document owner must verify the current official version during every review. A source citation does not mean the issuing body has approved Screen LMS or this document.

- **Attorney-General's Chambers, Singapore: Personal Data Protection Act 2012 (Singapore Statutes Online)** — <https://sso.agc.gov.sg/Act/PDPA2012>

- **Attorney-General's Chambers, Singapore: Computer Misuse Act 1993** —
<https://sso.agc.gov.sg/Act/CMA1993>
- **Attorney-General's Chambers, Singapore: Spam Control Act 2007** —
<https://sso.agc.gov.sg/Act/SCA2007>

Approval and review record

Role	Name	Decision / date	Notes
Document owner	To be completed	Pending	Required before representing this document as fully approved
Information security	To be completed	Pending	Required before representing this document as fully approved
Data Protection Officer	To be completed	Pending	Required before representing this document as fully approved
Singapore-qualified legal reviewer	To be completed	Pending	Required before representing this document as fully approved