



# METHODIST COLLEGE KUALA LUMPUR PERSONAL DATA PROTECTION NOTICE (ALUMNI)

**METHODIST COLLEGE KUALA LUMPUR (“MCKL”)** values continuing connections with its former students (“**Alumni**”). We want to stay in touch with you but will respect your desire for privacy. This notice outlines how we will process the personal data which we may hold of our Alumni. It supplements MCKL’s privacy policy and main [Personal Data Protection Notice](#).

## 1. What is personal data?

Personal data is information (collected directly and/or indirectly) which can be used to distinguish or identify an individual, whether on its own or in combination with other data.

## 2. What information does MCKL collect and process of its Alumni?

Personal data we process of our Alumni may include information grouped under the following categories:-

- (a) Personal: Name, date of birth, identification details (NRIC/passport/student number), gender, nationality, religious belief, addresses (physical and electronic), telephone numbers;
- (b) Education: Programme completed, intake year, scholarship & other awards, progression university, academic results, and other achievements;
- (c) Professional: Employer, designation, field achievements, paper publications and other notable contribution to society;
- (d) Engagement: Club membership, involvement in MCKL events, philanthropic interest and contributions, contribution history and financial information, and other similar data;
- (e) Images & Recordings: Photographs, digital images, video & audio recordings, interviews, etc. – whether at MCKL or from public domain; and
- (f) Technology: Data from use of technology platforms such as our website, Microsoft Teams, Zoom and other systems and portals.

## 3. How does MCKL collect your personal data?

Most of the Alumni information we store and process has been given to us by you. Your personal data is initially transferred from our student record database. Occasionally, MCKL may obtain information from other sources and/or from your continued interaction with us. Such sources may include the following:-

- (a) Data collection forms submitted by you – for example, when you register for Alumni events, conferences, seminars, or public forums, or volunteer for Alumni or other activities, or complete surveys or other forms issued by us;
- (b) Public or other external sources – for example, media, publications, universities, websites, social media platforms, online platforms and other digital media; and
- (c) Such other sources where you have given your consent for the disclosure of information relating to you (for example, universities, referees, employers), and/or where otherwise lawfully permitted.



#### **4. How does MCKL use your personal data?**

We primarily use your personal data to communicate with you and to maintain contact and connections. We may also process your personal data to improve our engagement with you and the overall experience of the MCKL Alumni community.

Some examples of our processing of Alumni personal data may include:-

- (a) Keeping you updated with MCKL news and events (for example, MCKL magazines, Alumni newsletters, social media platforms, upcoming conferences);
- (b) Helping you keep in touch with and of other Alumni through invitations to Alumni reunions, MCKL events, social media postings;
- (c) Informing you of professional development courses available to Alumni, such as our continuing professional development courses, microcredentials, and ICDL courses;
- (d) Generating support for MCKL projects (for example, volunteering, fundraising for a cause, offering professional placements or career advice to students, assisting with student recruitment);
- (e) Publishing academic and other achievements of our Alumni in our website, social media sites, and other digital or print publications;
- (f) Compiling anonymised statistics and for our internal record-keeping and administration.

Rest assured that we are mindful of the data protection laws and will process Alumni personal data accordingly.

#### **5. Under what circumstances will MCKL disclose or share your personal data?**

Within MCKL, your personal data is shared only with specific employees who need access for the purpose of delivering our Alumni activities, updates, and other events outlined herein. Your personal data is otherwise only disclosed or shared with third parties where it is required in order to support the activities outlined herein, or if we are compelled under law. Do note that in some instances, such processing may result in a transfer of your personal data outside of Malaysia (for example, where a cloud-based platform is used and its servers are located outside Malaysia).

Where your personal data is disclosed, we will limit it to the extent necessary to fulfil the purpose of the disclosure and appropriate contracts will be put in place to cover the disclosure. We do not sell Alumni personal data to third parties under any circumstances.

Some specific examples of third parties to whom we may disclose Alumni personal data include:-

- (a) Third parties engaged by MCKL to provide Alumni related activities (for example, conference facilitators, event providers);
- (b) Occasionally and only when necessary, internal and external auditors or other service providers;
- (c) Law enforcement agencies, local authorities carrying out any of their public functions, or a governmental or regulatory body with the necessary authority.

#### **6. What are your rights?**

You have certain qualified rights in relation to the processing of your personal data and we will always respect a request to stop or limit our processing. Your rights include the following:-

- (a) Right to withdraw consent: You may withdraw your consent to us to process your personal data at any time. However, withdrawing your consent will mean that you will not be updated



on MCKL Alumni news, events and activities, and may miss out on engagement opportunities with other Alumni, as well as opportunities which we may open up to our Alumni community;

- (b) Right to access your information and to make corrections: You may request access to the personal data which we hold of you at any time. You may also request to correct or amend any inaccurate information which we may hold of you. It is your responsibility to ensure that the data we have of you is correct and accurate; and
- (c) Right to prevent processing: You may request that we temporarily or permanently cease processing activities on your personal data, especially if the processing is likely to cause you unwarranted distress. You may also request that we cease processing your personal data for direct marketing purposes if you do not wish to receive personalised marketing content or messages from MCKL (if any).

If you do withdraw your consent or exercise your right to prevent the processing of your personal data, we will not contact you in the future on Alumni related matters. Please note however that a core set of your personal data as having been a student of MCKL (name, programme, student ID, results, graduation details, etc.) will however be maintained as part of MCKL academic records.

If you wish to exercise any of the above rights, please contact us via the channel listed below.

## 7. Other General Matters

- 7.1 Changes to Notice: We may amend this Notice from time to time. Changes will be notified on our website and social media accounts. Any amendment will be effective immediately upon publication on our website.
- 7.2 Conflict of Versions: In the event of any conflict between the English version of this Notice and the Bahasa Malaysia version, the English version shall prevail.
- 7.3 Contact: If you have a query or wish to exercise any of your rights in respect of your personal data, kindly complete first the [Privacy Request Form](#) and email it to our University Placement and Alumni Unit at the following email address:

- MCKL Alumni Officer: [alumni@mckl.edu.my](mailto:alumni@mckl.edu.my)
- Phone Number: +(603) 2274-6711

**Dated: August 2021**