

METHODIST COLLEGE KUALA LUMPUR PERSONAL DATA PROTECTION NOTICE

METHODIST COLLEGE KUALA LUMPUR (“MCKL”) values your trust and is committed to the responsible processing and protection of your personal data. Please read this Personal Data Protection Notice (“**PDP Notice**”) to understand how we process your personal data in compliance with the **Personal Data Protection Act 2010**.

1. What is personal data and what types of personal data does MCKL collect?

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

MCKL seeks to only collect personal data that are directly related to and reasonably necessary for the legitimate functions, services and activities of MCKL. The personal data we collect, process and store are primarily from students, potential students, parents, guardians, alumni, employees, sponsors, and also from representatives of our vendors, suppliers, marketing agents, service providers and other business partners. This may include but is not limited to the following information:-

- Name, date of birth, identification information (NRIC/passport/licence), addresses, email addresses, telephone numbers, emergency contacts, and other contact details;
- Gender, nationality, race, religious belief, health/medical details, immigration/visa information;
- Programme of enrolment, academic records, examination results, grades & other achievements, conduct and disciplinary matters;
- Credit card details, bank account, tax information and other financial information;
- Images, photographs, video & audio recordings, interviews, security/CCTV recordings;
- Data from use of MCKL’s information technology platforms, systems or other portals, location information, and clickstream data when you visit our websites; and
- Such other information which may on its own or in combination with other information, identify an individual.

2. How does MCKL collect your personal data?

Your personal data may be collected and/or supplied to us through the following sources:-

- Registration and application forms submitted by you or on your behalf, whether online or in physical hard copy;
- Education fairs, mobile sites, roadshows, conferences, seminars, public forums, events, campaigns and other marketing activities;
- Call enquiries, websites, social media platforms, IT or online platforms and systems, other digital media, including through web cookies and clickstream data;
- In connection with your ad hoc applications or submissions such as for camps, field trips, locker, library access, parking, graduation and internship or university placements;
- Your registration for entry onto our premises;
- Submissions to our business enquiries, tenders, exchange of business cards, business referrals and other commercial transactions;
- Affiliated institutions, authorised third parties, marketing or recruitment agents, sponsors, business partners and other related sources;

- Such other sources where you have given your consent for the disclosure of information relating to you (e.g. financial institutions, referees, employers), and/or where otherwise lawfully permitted.

3. How does MCKL use your personal data?

We primarily use your personal data to provide our educational, academic and student affairs services. For our business partners, personal data is used to facilitate our commercial transactions. In the event that we are not supplied with the necessary personal data, or if the information supplied is insufficient or inaccurate or consent for us to use your personal data is withdrawn, we may not be able to process your application and/or provide you with our services.

The following non-exhaustive list outlines the purposes and/or circumstances in which your personal data may be used by us:

- To process your application for admission, scholarship and/or financial aid;
- To administer your enrolment, enable the delivery of your academic program and extra-curricular activities, and to determine academic achievements;
- To liaise with programme partners, examination boards and other authorities (local and international) in order to facilitate and enable programmes and examinations relevant to your enrolment;
- For administrative, academic, publicity and statistical purposes in relation to your programme;
- To provide supplementary services such as assistance with residential needs, visa application and information technology related facilities;
- To assist in securing placements at higher learning institutions, and programme-related attachments, internships or other like requirements;
- To facilitate safety and security on campus (physically and online) in order to safeguard our community;
- To conduct data analysis to develop and improve MCKL's student services, student recruitment activities and marketing;
- To facilitate staff training, statistical analysis, research, systems development and systems testing;
- To send communications to you including on administrative matters, payment invoices, academic results and our services;
- To inform you of our upcoming courses, events, programmes and promotions;
- Upon graduation, to retain relevant personal data in MCKL's alumni database to keep you informed of alumni news, activities and programmes;
- For website and other social media improvement and marketing-related activities, including live-streaming of MCKL events;
- To publish the academic and other achievements and successes of our students (e.g. awards or honours lists) in our website, social media sites, newspapers, and other digital or print publications;
- To administer, give effect and/or process payments in relation to commercial transaction;
- To comply with legal, regulatory, audit and security obligations or requirements;
- For MCKL's general internal records management.

4. Under what circumstances will MCKL disclose your personal data?

Your personal data will be disclosed by MCKL where necessary to support the uses outlined

above or where compelled under law. In some instances, this may include a transfer of your personal data outside of Malaysia. Where your personal data is disclosed, it will be limited to the extent necessary to fulfil the purpose of such disclosure. Disclosures may be made to the following parties:-

- Your sponsors including your parents, guardians and/or other parties supporting your studies with financial or other assistance;
- Other educational institutions or bodies (within and outside of Malaysia) for any alliance programme enrolment;
- Relevant professional, regulatory or accreditation bodies (within and outside of Malaysia) depending on your programme or course requirements, and/or other agencies for you to undertake a practical experience, assessment or similar activity relevant to your programme;
- MCKL affiliated institutions and entities or institutions where you are, have been or will be engaged with;
- Ministry of Education, Ministry of Higher Education, industry regulators, and/or other relevant local and foreign governmental or statutory authorities, including the Malaysian Immigration Department, Inland Revenue Board, Malaysian Qualifications Agency, and foreign embassies (where applicable);
- Contracted service providers or other third parties (within and outside Malaysia) which MCKL uses for itself or to perform services on its behalf including professional advisers, IT platforms, telecommunication services providers, transport services providers, insurance companies, conference or camp venues, training or event organisers, and other contractors who assist in processing and fulfilling our services to you;
- Parties in respect of whom you have given your consent;
- Law enforcement agency where such disclosure is necessary to investigate an offence or where there are reasonable grounds to believe that an offence may have been committed;
- In the event disclosure is authorised, compelled or required by law, government agency, subpoena, search warrant or other statutory or legal instrument;
- Where MCKL believes on reasonable grounds that the disclosure is necessary to prevent or reduce a threat to the life, security or health of any person.

5. Other general related matters

- 5.1 **Websites Links:** Our website and social media accounts may contain links to third party websites, accounts or services. These links are placed for your convenience and should not be taken as specifically endorsed by us. We are not responsible for their services or the content on these linked sites. We do not have control over such third party websites, accounts, services or their privacy practices. You should undertake your own review prior to use thereof.
- 5.2 **Cookies:** We collect information about your use of our website from web cookies. Cookies are packets of information stored in your computer which assist your website navigation by customising site information tailored to your needs. Cookies in themselves do not identify the individual user, just the computer used. You are not obligated to accept cookies. However, rejection of cookies may affect your use and experience of our website.
- 5.3 **Images and Recordings:** We capture photos, videos, audios and other recordings of the activities and events at or relating to MCKL. You understand and accept that your image and/or voice may be captured. From time to time, we will use such images or recordings in our internal/external publications or promotional materials, (such as our website & social media postings, student portal, brochures, newspaper advertisements, physical and electronic bulletin boards and other media). You may write to us, via the channels provided below, to reasonably request for the

withdrawal of an image or recording featuring you. In such event, we may endeavour to remove the subject image or recording from further publication or broadcast, but you understand and accept that it may continue to appear in platforms already in circulation.

- 5.4 **Direct Marketing:** If you do not wish to receive marketing or other related materials from MCKL, you may unsubscribe or opt out by contacting our Marketing Department via the contact details provided below. Your latest written instructions to us will prevail.
- 5.5 **Conflict of Versions:** In the event of any conflict between the English version of this PDP Notice and the Bahasa Malaysia version, the English version shall prevail.
- 5.6 **Changes to PDP Notice:** We may amend this PDP 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.
- 5.7 **Retention of Personal Data:** We will only retain your personal data for as long as they are necessary for the purpose they were collected. However, MCKL may be required by law to retain certain records that contain your personal data for stipulated periods of time.
- 5.8 **Your Rights:** We will do our best to ensure that the personal data we hold of you is correct. However, it is your responsibility to ensure that you provide us with true, accurate and complete information of yourself, and that you keep the information updated.

You may request access to and/or correct or update your personal data at any time. You may also withdraw consent for certain disclosure or a specific use (e.g. direct marketing, use of your image/recording, or retention of your data in alumni database). In such event or if you have a query in respect of your personal data, kindly write to our Registrar or Marketing Manager at the following email addresses with subject title 'PERSONAL DATA QUERY':

- Student/Alumni related: registrar@mckl.edu.my
- Marketing related: marketing@mckl.edu.my
- Phone Number: +(603) 2274-6711

Dated: May 2020.