

## PERSONAL DATA PROTECTION NOTICE

Last Updated: July 2025

**WESLEYAN EDUCATION SERVICES SDN BHD (2001 01 005044)**, duly approved by the Ministry of Higher Education to operate its main campus as **Methodist College Kuala Lumpur** and its branch campus as **MCKL College (Penang, Pykett Campus)** (hereinafter referred to as “**MCKL**”), is committed to the responsible processing and protection of your personal data. This notice seeks to clarify how MCKL processes your personal data in compliance with the Personal Data Protection Act 2010 (“**PDPA**”).

In the course of your interaction with MCKL, MCKL will inevitably collect and process your personal data. You understand that when you share your personal data with us and/or signify acceptance of our personal data protection policy, you are consenting to our processing of your personal data. In circumstances where you provide us with data of or relating to individuals other than yourself (e.g., your parents, sponsors, etc.), you also warrant that you are authorised to share such details with us. If you are below the age of 18 years, your personal data and consent is secured through your parent or legal guardian.

From time to time, we may update or amend our personal data protection policy according to legal, regulatory and/or institutional requirements. Changes will be notified through this website and/or our internal communication channels.

### 1. What personal data does MCKL collect?

MCKL collects personal data which are reasonably necessary to give effect to our services or the transaction between us, for administrative purposes, campus activities and/or as required by the relevant authorities. The personal data which we process of you may include but is not limited to the following information: -

- General: Name, identification information (NRIC/passport), birthdate, gender, nationality, race, visa information, addresses (street & electronic), contact numbers, emergency details;
- Financial: Bank and credit card details, tax identification number;
- Sensitive personal data: Information on your physical or mental health, religious or other similar beliefs, offences, biometric data;
- Academic: Academic records, examination results, disciplinary records, awards & other achievements;
- Images & recordings: Photographs, digital images, video/audio recordings, security/CCTV recordings;
- Technology: Data from MCKL’s technology platforms, systems and/or equipment – e.g., attendance logs, internet access logs, scanners, cookies, and other institutional systems; and
- Others: Such other personally identifiable data which is provided to us from time to time and/or as required by law.

You have the right to decide on the information that you wish to provide to us. Please be aware however that we may not be able to process your application, provide you with our services, and/or administer your contract/transaction with us if you choose not supply us with the requested data, or if the personal data you supply to us is insufficient or inaccurate.

### 2. Where is the source of MCKL’s personal data?

Most of the personal data that we process of you have been given to us by you or are obtained through

sources authorised by you, including: -

- Registration/Application forms submitted by you, your parents/legal guardian, or recruitment agents – e.g., for programme enrolment, scholarships/bursaries, library access, internship/university placements;
- Through education fairs, school visits, MCKL website/microsites, social media platforms, marketing activities or campaigns, events, seminars, public forums, camps, project tenders, business cards, other electronic/physical platform or media;
- Affiliated institutions or bodies, marketing or recruitment agents, business partners, authorised third parties;
- Such other sources where you have given your consent for the disclosure of information relating to you (e.g., referees, sponsors, financial institutions, medical practitioners, counsellors);
- Where it is otherwise publicly or lawfully available.

### **3. Why does MCKL collect and process your personal data?**

We primarily collect your personal data to provide to you our agreed services, or to give effect to our transaction with you, or as required by the authorities. The following non-exhaustive list outlines some specific purposes and/or circumstances in which your personal data is processed by us: -

- To administer your enrolment, process your application for scholarship or financial aid, enable the delivery of our educational and academic services, administer academic progress and achievements;
- To liaise with programme partners, examination boards and other authorities (local and international) in order to facilitate the programmes and examinations relevant to your enrolment;
- To provide ancillary services such as assistance with residential needs, visa application, computing and internet facilities, library access, internship or university placement;
- To communicate with you including on academic and administrative matters, tuition fees and other payments, academic results, complaints, announcements, upcoming events;
- For marketing-related activities including upcoming events, website & social media postings, print publications;
- For statistical analysis, general records management, safety and security initiatives on campus (physical and online);
- For reporting purposes to the Ministry of Higher Education and other relevant authorities;
- To comply with legal, regulatory and/or audit obligations or requirements.

### **4. Does MCKL disclose your personal data to third parties?**

Your consent to MCKL includes consent to disclose your personal data to relevant third parties in order to give effect to the services or transaction between us, or in connection with the purposes outlined in Section 3 above, or where we have a legitimate basis, or where we are required under law. The classes of third parties (within and outside of Malaysia) to whom we may disclose your personal data include without limitation the following: -

- Relevant or affiliated academic, professional, examination, regulatory or accreditation bodies or institutions according to your programme of enrolment or course requirement – e.g., CAIE, SCASA, SQA, ACCA, internship placement, institution of your programme transfer/progression;

- Service providers or other third parties which MCKL engages in support of our business or services – e.g., insurers, auditors, lawyers, venue providers, conference/training/event organisers, travel agencies, system providers;
- Parties supporting your studies with financial or other assistance and/or where you have given your written consent – e.g., your parents, guardians, sponsors, industry/business partners;
- Parties or bodies related to or affiliated with MCKL – e.g., Methodist Council of Education;
- Regulatory bodies, law enforcement agencies, local authorities, relevant embassies, governmental bodies, or if compelled under statutory or legal instrument – e.g., Ministry of Higher Education, Ministry of Health, Malaysian Immigration Department, Inland Revenue Board, foreign embassies, courts;
- Where MCKL believes on reasonable grounds that disclosure is necessary to prevent or reduce a threat to security or any person.

Where your personal data is shared, we will seek to limit it to the extent necessary to fulfil the purposes of such disclosure. We will also take steps to ensure that the third party is subjected to corresponding personal data protection obligations and/or laws. We do not sell personal data under any circumstances.

## **5. How does MCKL safeguard your personal data?**

MCKL implements physical, technical and procedural measures to secure personal data in its possession from accidental or unauthorised access, use, alteration, loss and disclosure. Personal data in our possession are accessible only to those who need access for the purpose of carrying out their duties and/or our services and obligations to you. Precautions are taken to ensure that adequate security measures and access controls are in place for any processes or systems we use to reduce the risk of data breaches.

## **6. How long does MCKL keep your personal data?**

Your personal data will be retained only for as long as it is necessary for the purposes stated above and/or to fulfil our services/transaction with you. For legitimate institutional purposes, some redacted personal data will be retained indefinitely as institutional/academic records. Personal data in our possession will otherwise be deleted according to our data disposal policy.

## **7. What are your personal data rights?**

You have certain qualified rights in relation to your personal data under the PDPA. Your rights include the following: -

- Right to prevent processing for marketing purposes: If you do not wish to receive promotional marketing content or messages from MCKL, you may request that we stop sending any further promotional communications to you.
- Right to access or correct your personal data: You may request reasonable access to your personal data to correct or update the information held by us. It is in fact your responsibility to ensure that the data we process of you is correct, accurate and complete.
- Right to limit processing of your personal data or withdraw consent: You may request that we temporarily or permanently cease or limit processing activities on your personal data particularly if the processing is likely to cause you unwarranted distress or harm. You may by written notice withdraw consent for us to process your personal data. However, please note that limiting or withdrawing your consent will mean that we are no longer able to provide our services to you and/or are restricted from undertaking our transaction with you.

## 8. How can you contact MCKL regarding your personal data?

If you wish to exercise any of your rights in respect of your personal data or have any queries, kindly complete the [PERSONAL DATA REQUEST FORM](#) and email it to our Registrar as follows: -

- Registrar: Mr Francis Ng Wing Wah
- Email: [registrar@mckl.edu.my](mailto:registrar@mckl.edu.my)
- Phone Number: +(603) 2274-1851

For security purposes, we reserve the right to verify your identity before we act on any request. Please note that the PDPA allows us to levy a fee for data access requests. You also understand that we may have a lawful basis not to accede to your request pursuant to the PDPA.

In the event of any conflict or discrepancies between the English and the Bahasa Malaysia versions of this Notice, the English version shall prevail.

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