

Methodist Pilley Institute's Personal Data Protection Notice

This Personal Data Protection Notice explains how Methodist Pilley Institute (the "MPI" or "We") collects and handles your Personal Information in accordance with the Malaysian Personal Data Protection Act 2010. Please note that we may amend this Personal Data Protection Notice at any time without prior notice. As such, please visit our website www.pilley.edu.my to learn of any such changes.

1. Personal information

1.1. Type of personal information

Personal Information means any information which relates to you and which was collected or provided to MPI for the purposes stated in Section 4 below.

1.2. Your personal information collected may include but not limited to the following:

- Your name, IC/ passport number, contact details, religious belief, marital status, race, family income, medical details, previous examination results, academic records,
- Information in audio and/or video format (including voice, video recording, CCTV), and images (including photographs).

2. Source of personal information

2.1. Student or potential student

MPI collects your personal information directly from you or indirectly from your parents, guardians and/or recruitment agents when you, your parents, guardians and/or recruitment agents send us completed enquiry, application and/or registration forms via various means, including online and physical hardcopies.

2.2. Parent/guardian of our student or potential student

MPI collects your personal information directly from you or indirectly from your child, recruitment agents when you send us completed enquiry, application and/or registration forms via various means, including online and physical hardcopies

2.3. Supplier or service provider

MPI collects your personal information directly from you or indirectly from your employer or credit reference agencies when tendering for projects or as part of the commercial transactions.

2.4. Employee

This Privacy Notice also applies to the personal information of all individuals who seek to be, are, or were employed by MPI (collectively, an "employee"). MPI collects your personal information directly from you when you seek employment at MPI.

3. Purposes of Information Collection

3.1. Student or potential student

Your personal information is collected and further processed by MPI as required or permitted by law and for various academic, educational and administrative purposes, including the following:

- to process your application for admission and thereafter to ensure continuous provision of academic and educational services to you (including recording the details of studies) and determining your academic achievements;
- to provide services such as visa application and insurance coverage throughout your tenure of studies with us;
- to assist you in placements, internships or attachments with third parties (where such internships, placements or attachments are required in order to complete your course or undertaken voluntarily);
- to administer and communicate with you in relation to our tuition fees and other relevant payments;
- to manage your use of our facilities and management of our events such as libraries, computing facilities, graduations, alumni;
- to operate our campus in a manner which is physically safe, secure and befitting of health and safety requirements;
- to conduct internal marketing analysis and analysis of student pattern and choice;
- to comply with MPI's legal and regulatory obligations in the conduct of its operations;
- to contact you regarding products, services, upcoming events, promotions, advertising, marketing and commercial materials which we feel may interest you; and
- for MPI's internal records management.

3.2. Parent/guardian of our student or potential student

Your personal information is collected and further processed by MPI as required or permitted by law and for various academic, educational and administrative purposes, including the following:

- to process applications for admission (students below the age of 18);
- to contact you in the event of emergency or accident;
- to provide services to the students such as insurance coverage;
- to conduct internal marketing analysis and analysis of student pattern and choice;
- to comply with MPI's legal and regulatory obligations in the conduct of its operations; and
- for MPI's internal records management.

3.3. Supplier or service provider

Your personal information is collected and further processed by MPI as required or permitted by law and to give effect to your requested commercial transaction, including the following:

- to process any payments related to the commercial transaction;
- for internal audit or security purposes;
- to comply with MPI's legal and regulatory obligations in the conduct of its operations;
- to contact you regarding products, services, upcoming events, promotions, advertising, marketing and commercial materials which we feel may interest you; and
- for MPI's internal records management.

3.4. Employee

Your personal information is collected and further processed by MPI as required or permitted by law and for various purposes, including the following:

- to determine eligibility for initial employment, including the verification of references and qualifications;
- to administer pay and benefits;
- to process employee work-related claims (e.g. worker compensation, insurance claims, etc.)
- to establish training and/or development requirements;
- to conduct performance reviews and determine performance requirements;
- to assess qualifications for a particular job or task;
- to gather evidence for disciplinary action, or termination;
- to establish a contact point in the event of an emergency (such as next of kin);
- to comply with applicable labour or employment statutes;
- to compile directories;
- to ensure the security of company-held information;
- for internal audit or security purposes;
- to comply with MPI's legal and regulatory obligations in the conduct of its operations; and
- for MPI's internal records management.

4. Disclosures and transfers of personal information (within or outside of Malaysia)

MPI ensures that:

- i. access to your personal information is restricted to employees who are contractually required to process your personal information in accordance with their respective job requirements; and
- ii. only necessary information is released to the relevant employees.

MPI does not sell or rent any of your personal information to any other parties. MPI may share anonymous and/ or aggregated information about our data providers with third parties.

Whenever required by law, we will disclose your information to the government bodies or authorities or third parties pursuant to a subpoena or other legal process accordingly. Further, we may also use or disclose your information as permitted by law to protect the rights or property of MPI and our data provider. We may also disclose your information, whether in part or in full, to our contracted or authorised companies such as our data processors.

In the event we go through a business transition, such as sale of part or all of our assets, merger or acquisition, your information will likely form part of this transition and be transferred.

5. Classes of third parties

Your Personal Information may be disclosed or transferred to relevant third parties (within or outside of Malaysia) as required under law, pursuant to relevant contractual relationship (for example, where we appoint third party service providers) or for the purpose stated in Section (3) above (or directly related to those purposes).

5.1. Student or potential student:

Your personal information may be disclosed to the following classes of third parties:

- The Ministry of Education(MOE), other relevant government departments/agencies, statutory authorities and industry regulators;
- Any person to whom we are compelled or required to do so under law or in response to a competent or government agency;
- Foreign government departments, government agencies or authorities if you are enrolled in a foreign accredited programme;
- Sarawak or Malaysian Immigration Department (including agencies appointed by Sarawak or Malaysian Immigration Department to carry out its services if you are required to obtain or renew your student visa for your tenure of studies with Sarawak;
- Parents/guardians (students below the age of 18);
- Foreign embassies;
- Your sponsors;
- Our external counterparts providing external, exchange or other similar educational programmes;
- Third parties providing you with attachment placements or internships as part of your course requirements or where these are undertaken voluntarily;
- Relevant professional or statutory bodies or accreditation bodies depending on your programme or course requirements;
- Law enforcement agencies; and
- Third parties appointed by us to provide services to us or on our behalf (such as auditors, lawyers, company secretary companies, contractors, conference/training/ event organiser, other advisers, travel agencies, recruitment agencies and insurance companies).

Upon your graduation, we will retain your personal information indefinitely for our records. Your contact details will be remained in our database. Your School/ Department may contact you in future to keep you up-to-date with news which may be of interest to you including opportunities to connect to your old classmates and to build up your network for personal and career development. You may also be asked to provide your updated personal information by MPI and MOE for “Tracer Study”.

5.2. Parent/guardian of our student or potential student

Your personal information may be disclosed to the following classes of third parties:

- The Ministry of Education(MOE), other relevant government departments/agencies, statutory authorities and industry regulators;
- Any person to whom we are compelled or required to do so under law or in response to a competent or government agency;
- Sarawak or Malaysian Immigration Department
- Our external counterparts providing external, exchange or other similar educational programmes;
- Law enforcement agencies; and
- Third parties appointed by us to provide services to us or on our behalf (such as auditors, lawyers, company secretary companies, contractors, conference/

training/ event organiser, other advisers, travel agencies, recruitment agencies and insurance companies).

5.3. Supplier, tenant or service provider

Your personal information may be disclosed to the following classes of third parties:

- Third parties appointed by us to provide services to us or on our behalf (such as auditors, lawyers, company secretary, printing companies, contractors, conference/ training/ event organiser, other advisers);
- Law enforcement agencies;
- Government departments/agencies, statutory authorities and industry regulators; and
- Any person to whom we are compelled or required to do so under law or in response to a competent or government agency.

5.4. Employee

Your personal information may be disclosed to the following classes of third parties:

- The Ministry of Education(MOE), other relevant government departments/ agencies, statutory authorities and industry regulators;
- Any person to whom we are compelled or required to do so under law or in response to a competent or government agency;
- Sarawak or Malaysian Immigration Department
- Foreign embassies;
- Law enforcement agencies; and
- Third parties appointed by us to provide services to us or on our behalf (such as auditors, lawyers, company secretary companies, contractors, conference/ training/ event organiser, other advisers, travel agencies, recruitment agencies and insurance companies).

6. Websites

6.1. Links to other sites

MPI web site may contain links to other sites which are provided for your convenience and information. These sites may have their own privacy statements in place, which we recommend you review if you visit any linked websites. We are not responsible for the content on the linked sites or any use of the site.

6.2. Location enabled products or applications

Location enabled products or applications transmit your location information to us. We do not use the information sent or provided other than to provide the service you request. Location enabled features are opt services off at any time or uninstall them.

6.3. Cookies

A cookie may be used in the processing of your information. A cookie is a text file placed into the memory of your computer and/or device by our computers. A copy of this text file is sent by your computer and/or device whenever it communicates with our server. We use cookies to identify you. We may also collect the following information during your visit and/or the fully qualified domain name from which you accessed our site, or alternatively, your IP address:

- i. the date and time you accessed each page on our web site;
- ii. the URL of any webpage from which you accessed our site (the referrer); and
- iii. the web browser that you are using and the pages you accessed.

7. Your Consent

MPI will obtain your consent to collect and use your personal information at the time of collection, subject to certain legally prescribed circumstances where your consent is not required.

We may collect, use or disclose your personal information without your knowledge or consent where we are permitted or required by applicable law or regulatory requirements to do so.

To the extent that your consent is required, we will assume, unless you advise us otherwise, that you have consented to MPI collecting, using and disclosing your personal information for the purposes stated above (including any other purposes stated or reasonably implied at the time such personal information was provided to us).

You have the choice, not to provide your personal information to revoke your consent to MPI processing of your personal information. All communications with respect to such withdrawal or variation of consent should be in writing and addressed to us. However, failure to provide such personal information or revocation of your consent to process personal information provided may result in MPI being unable to provide you with effective and continuous support and services.

8. Retention of Personal Data

We will only retain your personal data for as long as we need to provide you with our services, to fulfill legal and regulatory requirements, and to fulfill MPI's internal requirements. If we no longer need your personal data for the stated reasons, we will destroy or permanently delete your personal information.

9. Right to access and correct personal information

You have the right to access and correct your personal information held by us (subject always to certain exceptions). We will make every endeavour to ensure your personal information is accurate and up-to-date. Therefore we ask that if there are changes to your information, you should notify us in writing to us as below. We may transfer your data access and correction request to another personnel who is in better position to respond to you.

When requesting access to your personal information, please note that we may request specific information from you to enable us to confirm your identity and right to access, as well as to search for and provide you with the personal information that we hold about you. We may charge you a fee to access your personal information; however, we will advise you of any fee in advance. If you require assistance in preparing your request, please contact us as below. In the event that we cannot provide you with access to your personal information, we will endeavour to inform you of the reasons why, subject to any legal or regulatory restrictions.

Contact Details

Tel: 084-322268

Fax: 084-320623

Email: mpi@pilley.edu.my

This Privacy Notice is last updated on: 24 March 2014