



PERSONAL DATA PROTECTION NOTICE: EMPLOYEES

This Employees' Personal Data Protection Notice ("**Notice**") sets out how SYARIKAT PENDIDIKAN STAFFIELD BERHAD (Company No. 171840) otherwise known as KOLEJ TUANKU JA'AFAR ("**the College**") collects, uses, records, holds, stores, processes, discloses, protects and carries out any operation(s) on its Employees' Personal Data. This Notice further deals with the security and retention of your Personal Data, and your rights and obligations in respect of your Personal Data. This Notice applies to all Employees whose Personal Data is processed by the College. This Notice is prepared in accordance with the requirements of the Personal Data Protection Act, 2010.

1. PERSONAL DATA

- 1.1 The "**Personal Data**" that you provide or have provided to the College includes but is not limited to all information relating to yourself which includes but is not limited to your name, contact details, address, email address, NRIC number or Passport number, citizenship, gender, age, date of birth, place of birth, job title, marital status, particulars of your spouse or family members, educational background, vehicle number, photograph, fingerprint, academic qualification, employment history, areas of expertise, details of salary and benefits, bank account details, hobbies, performance appraisal, records of annual leave and sick leave and any information which relates directly or indirectly to you, from which you may be identified from that information, including any Sensitive Personal Data which shall be defined below.
- 1.2 The "**Sensitive Personal Data**" that you provide or have provided to the College includes but is not limited to information as to your race or ethnic origins, your physical or mental health or condition, your medical records, your religious or philosophical beliefs or other beliefs of a similar nature, your commission or alleged commission of any offence or any other Personal Data which is sensitive in nature.
- 1.3 In addition to the Personal Data that you provide to the College directly through, among others, your job application, Leave Application Form, medical certificates and fingerprints, the College may also collect your Personal Data from various other sources where you have given your consent for the disclosure of information relating to yourself and/or where otherwise lawfully permitted, including without limitation, from third parties through referral or lawful sources, other educational institutions or third parties companies, through the College's CCTV footage and support staff clock in system, or through your access to the College's website where a "HTTP cookie" may be sent from the website and stored on your computer or device by your web browser while you are browsing.
- 1.4 It is voluntary for you to provide your Personal Data to the College. However, if you do not provide the Personal Data, the College may not be able to carry out effectively the purposes set out at paragraph 2.1 below or any other purposes which are not specifically set out herein but are necessary for the purposes of the College



performing any right or obligation in connection with your employment with the College or protecting your vital interests.

2. PURPOSE OF PROCESSING OF PERSONAL DATA

2.1 Your Personal Data will be used and processed by the College for the purposes which include but are not limited to the following:

- (1) for preparing and executing all such instruments, documents and agreements necessary for purpose of you entering into contract of services with the College, including without limitation, your Letter of Appointment, your Employment Contract, your Letter of Promotion/Salary Increment/Bonus, your staff Identification Badge and car sticker;
- (2) to enable the College to carry out or perform candidate screening for that relevant position and interview process;
- (3) to enable the College to carry out a variety of administrative work and general business management such as for internal record keeping, headcount planning, leave entitlement, review of salary and other remuneration and benefits, recruitment and termination;
- (4) to enable the College to carry out performance appraisal or review on you from time to time;
- (5) for the College to process the payroll;
- (6) for the College to register your Employee's insurance coverage;
- (7) for the College to submit your income tax, Employees Provident Fund (**EPF**) and SOCSO;
- (8) for the College to process your medical and insurance claim(s);
- (9) for the College to conduct training and professional development courses and to organise events;
- (10) for the College to conduct domestic inquiry and/or legal proceedings in relation to your Employment Contract with the College;
- (11) for the College to carry out auditing, internal investigations, compliance and risk management;



- (12) for the College to provide references to other third parties;
 - (13) for the College to deliver important notices to you in relation to any changes of the College's employment terms and conditions or employment policies that may affect you;
 - (14) for the College to communicate with you or contact you for all purposes set out above;
 - (15) for the College to comply with any legal or regulatory requirements relating to the College's provision of educational services under the requirements of any applicable laws, regulations, by-laws, guidelines, directions or any court order applicable to the College; and
 - (16) for any other employment purposes that are incidental or ancillary or in furtherance to the above purposes which are not specifically mentioned herein.
- 2.2 Your Personal Data and Sensitive Personal Data provided to the College are being processed either by the College or by any other third party on behalf of the College.
- 2.3 The College shall communicate with you, for the purposes set out in paragraph 2.1 above, either by way of email or ordinary mail.
- 2.4 If you do not agree to the College processing your Personal Data for any of the purposes set out in paragraph 2.1, please notify the College by contacting the College via the contact details set out in paragraph 6.1 below.
- 2.5 Notwithstanding the aforesaid, the College may process your Personal Data without your consent if it is permitted under the Personal Data Protection Act, 2010 or any other relevant legislation.
- 2.6 The College however will not process or disclose your Sensitive Personal Data without your explicit consent or unless provided for under Section 40 of the Personal Data Protection Act, 2010.
- 3. DISCLOSURE OF PERSONAL DATA**
- 3.1 Your Personal Data provided to the College or obtained by the College shall be kept confidential by the College. However, it may be necessary for the College to disclose and transfer your Personal Data to the following parties:

- (1) Inland Revenue Board of Malaysia;



- (2) EPF;
 - (3) banks and financial institutions;
 - (4) third party companies, entities or service providers engaged by the College to perform certain services on the College's behalf, including the following:
 - (a) insurance providers;
 - (b) payroll vendor;
 - (c) panel or other medical doctors;
 - (d) external advisors and other professional advisors, such as auditors and legal firms; and
 - (e) contractors or sub-contractors appointed by the College.
- 3.2 The College may also disclose and transfer your Personal Data to any relevant statutory bodies, regulatory bodies, local authorities and/or other governmental authorities where required, and any such person to whom the College is required to do so pursuant to a direction or order of such statutory bodies, regulatory bodies, local authorities and/or other governmental authorities.
- 4. EMAIL AND WEBSITE**
- 4.1 Any Personal Data provided via your usage of the College's website and any Personal Data contained in the emails sent using the College's email system shall be used and processed in the manner set out in this Notice. The contents of the emails shall be strictly monitored by the College.
- 4.2 The College's website may contain links to other sites and pages not owned by the College. The College shall not be responsible for any Personal Data or information that you may provide to other entity via such links.
- 5. SECURITY AND RETENTION OF PERSONAL DATA**
- 5.1 Your Personal Data provided to the College shall be kept secured by the College through reasonable and appropriate administrative and security measures and procedures to prevent any unauthorized or unlawful processing, loss of or damage to, misuse, modification, alteration or destruction to the Personal Data.
- 5.2 The College will endeavor to take all measures to ensure the reliability, integrity and competence of the College's personnel having access to the Personal Data as well as



to ensure that all the third parties involved in processing the Personal Data have taken reasonable and appropriate administrative and security measures and procedures to prevent any unauthorized or unlawful processing, loss of or damage to, misuse, modification, alteration or destruction to the Personal Data.

- 5.3 Any Personal Data provided by you to the College shall be retained by the College for as long as the fulfillment of the purposes stated in paragraph 2.1 above is required, or if such retention is necessary pursuant to any legal, regulatory or accounting requirements.

6. REQUEST FOR ACCESS AND CORRECTION OF YOUR PERSONAL DATA

- 6.1 The College takes reasonable steps to ensure that your Personal Data provided to the College is accurate. However, you may at any time hereafter request for access to, rectification or correction of your Personal Data, or limit the processing of your Personal Data by the College, as the case may be, however subject to the exceptions and restrictions as may be contained under the applicable law. If you wish to do so, please contact:

Ragvinder Singh, HR Director
E: ragvindersingh@ktj.edu.my
T: +606 -850 5555

You may also contact the College via the above contact details if you have any inquiries or complaints in respect of your Personal Data provided to the College.

- 6.2 The College will endeavor to comply with your request to access or correct your Personal Data within 21 days of receiving your request and supply you with a copy of the corrected Personal Data and also supply any third party to whom the Personal Data has been disclosed.
- 6.3 Please note that the College has the right to refuse your request to access and/or make any correction to your Personal Data in certain situations, which include but are not limited to situations when the College is unable to confirm your identity or where the information requested for is of a confidential commercial nature or in the event that the expense of providing such access is disproportionate to the risks to your privacy or where the processing of your Personal Data is being controlled by any other third parties which prohibits the College from complying (whether in whole or in part) with your request, or where such access is regulated by another law.

7. YOUR OBLIGATIONS

- 7.1 You have the responsibility to provide accurate, complete, not misleading and up-to-date Personal Data to the College about yourself and any other person whose



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Personal Data you provide to the College and to update the Personal Data as and when it becomes inaccurate, incomplete, misleading or not up-to-date by contacting the College via the above contact details. This obligation is a condition to your Employment Contract with the College.

- 7.2 In the event that you have to provide us with Personal Data relating to third parties such as your spouse and children, you confirm that you have obtained their consent or otherwise you are entitled to provide their Personal Data to us and for us to process accordingly and that you have ensured that they have read the College's Employees' Personal Data Protection Notice available at the College's website.

8. AMENDMENT TO NOTICE

The College reserves the right to amend or modify this Notice from time to time without prior notice to you and the updated version shall apply and supersede any and all previous versions. Please check the College's website for the latest version of this Notice.

CONTACT

Dr Glenn Moodie, Principal

E: principal@ktj.edu.my

T: +606 -850 5555