



PERSONAL DATA PROTECTION NOTICE : PARENTS

This 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 the Personal Data of its students, prospective students, parents of the students and prospective students, alumni and such other persons whose Personal Data have been provided to the College ("**Data Subject**"). The 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 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 the following information relating to the Data Subject and any information which relates directly or indirectly to the Data Subject, from which the Data Subject may be identified or may be identifiable from that information, which is collected, recorded, held or stored by the College, including any Sensitive Personal Data which shall be defined at paragraph 1.2 below.

(a) **For students and prospective students**

Name, NRIC number or passport number, contact details, residential address, photograph, electronic image, gender, age, nationality, date of birth, particulars of family members, examination results, academic qualifications, achievement, reports, assessment, information or references and disciplinary record (including from the previous school).

(b) **For parents of the students and prospective students**

Name, NRIC number or passport number, contact details, residential address, email address, photograph, electronic image, gender, age, nationality, date of birth, car license number and car plate number, job title, particulars of spouse or family members, marriage status/certificate and bank account details.

(c) **For alumni**

Name, NRIC number or passport number, contact details, residential address, photograph, electronic image, gender, age, nationality, date of birth, years of study at the College, university destination, degree currently being pursued or which has been obtained and employment information.

1.2 The "**Sensitive Personal Data**" that you provide or have provided to the College includes but is not limited to the following information relating to the Data Subject or any other Personal Data which is sensitive in nature.



(a) **For students and prospective students**

Race or ethnic origin, physical or mental health or condition, medical records, information about any learning support needs or difficulties, information about any physical or mental disabilities, religious or philosophical beliefs or other beliefs of a similar nature, and commission or alleged commission of any offence.

(b) **For parents of the students and prospective students**

Race or ethnic origin, religious or philosophical beliefs or other beliefs of a similar nature, commission or alleged commission of any offence, solvency status and financial information.

(c) **Alumni**

Race or ethnic origin, physical or mental health or condition, medical records, information about any learning support needs or difficulties, information about any physical or mental disabilities, religious or philosophical beliefs or other beliefs of a similar nature, and commission or alleged commission of any offence.

1.3 In addition to the Personal Data that you provide to the College directly (whether at the time of registering with the College as a prospective student or at the time of admission or entry to the College as a student), 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 the Data Subject and/or where otherwise lawfully permitted, including without limitation, from third parties through referral or lawful sources, other educational institutions, CTOS search result, CCRIS search result, bankruptcy search result, 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 the Data Subject's 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 its provision of educational services or protecting the vital interests of the Data Subject.

2. **PURPOSE OF PROCESSING OF PERSONAL DATA**

2.1 The Personal Data of the Data Subject 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 forms, documents and agreements necessary for the purpose of registering and/or admission and entry of the prospective



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- (2) students and students including arranging the students for entry to external examination boards;
- (3) to enable the College to carry out or perform any services or functions for the purposes of or in connection with paragraph (1) above;
- (4) for administering the College's list of prospective students or students;
- (5) for administering the College's selection procedures;
- (6) for carrying out the College's internal administrative purposes;
- (7) for undertaking or participating in any study or market survey conducted by a third party company with an aim including but not limited to improving the educational services provided by the College;
- (8) for carrying out any CTOS, CCRIS or bankruptcy search on you or any third party, if need be;
- (9) for usage in the College's or any third parties' publications or press releases to celebrate the College or the student's activities, achievements or successes;
- (10) for supplying information and a reference for the students to any educational institution which the parents propose he may attend;
- (11) for delivering important notices in relation to any changes of the College's events, activities, programmes, policies or rules that may affect you;
- (12) for carrying out statistical analysis;
- (13) for maintaining a good relationship with you;
- (14) for caring and protecting the interest and welfare of the students;
- (15) for the College to communicate with you or contact you for all purposes set out above; and
- (16) 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.



- 2.2 The Data Subject's Personal Data and Sensitive Personal Data provided to the College is 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 the Data Subject's Personal Data without the Data Subject's 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 the Data Subject's Sensitive Personal Data without the Data Subject's explicit consent or unless provided for under Section 40 of the Personal Data Protection Act, 2010.

3. DISCLOSURE OF PERSONAL DATA

- 3.1 The Data Subject's 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 the Data Subject's Personal Data to the following parties:
 - (1) Governmental departments and authorities;
 - (2) Universities and schools;
 - (3) External examination board;
 - (4) Medical institutions, the College's Matrons and visiting doctors;
 - (5) Third party scholarship donors or companies;
 - (6) Media or publishing companies or platforms;
 - (7) 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 agents or companies;
 - (b) Travel agents or companies; and



(c) Visa or travel documentation agents or companies.

3.2 The College may also disclose and transfer the Data Subject's 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 registration through the College's website and any Personal Data contained in the emails and 'Contact Us' messages sent via the College's website to the College shall be used and processed in the manner set out in this Notice. The contents of the messages shall be strictly monitored by the College.

4.2 If you do not wish for your Personal Data to be collected via cookies on the website, please configure your internet browser to delete or deactivate cookies.

4.3 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 The Data Subject's 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.

5.4 Where the Personal Data is no longer required by the College, the College will endeavor to take all reasonable steps to ensure that it is destroyed or permanently deleted.



6. REQUEST FOR ACCESS AND CORRECTION OF YOUR PERSONAL DATA

- 6.1 The College takes reasonable steps to ensure that the Data Subject's Personal Data provided to the College is accurate. However, you may at any time hereafter request for access to, rectification or correction of the Data Subject's Personal Data, or limit the processing of the Data Subject's 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. In the event that the Data Subject is below the age of 18, the Parents may do so on their behalf. If you wish to do so, please contact:

Jane Wong, Registrar

E: registrar@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 the Data Subject's Personal Data provided to the College.

- 6.2 The College will endeavor to comply with your request to access or correct the Data Subject's 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 the Data Subject's 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 the Data Subject's 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 the Data Subject and any other person whose 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 the continuation of provision of educational services by the College to the students.
- 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



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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 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