



## PERSONAL DATA PROTECTION NOTICE: KTJ ALUMNI

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 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 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, hobbies or interests, employment information, name and NRIC number or passport number of spouse, number of children, name, age, schooling or working details of the children, 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.
- 1.2 The **"Sensitive Personal Data"** that you provide or have provided to the College includes but is not limited 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 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 (whether at the time of admission or entry to the College as a student or after graduating from the College), 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, the alumni's website, other educational institutions, your workplace, CTOS search result, CCRIS search result, bankruptcy search result, or through your access to the College or the alumni' 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 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 carrying out promotional and advocacy related activities or programmes for the College to enhance the image of the College and represent the College in the best light possible;
- (2) for securing your valuable input to provide positive reviews of the College at the College's website or at other higher educational institutions' review site support;
- (3) for sharing your stories, triumphs and news related to your personal and career development;
- (4) for providing commercial and social opportunities to you;
- (5) for providing benefits to you such as business or employment opportunities, work shadowing opportunities or professional networking opportunities;
- (6) for providing personal development or mentoring support to you;
- (7) for collaborating with you on the College's different projects or events, including but not limited to Career Days, fund raising events, admission events and competitions;
- (8) for sharing your experience, advice, career support or guidance with the College's current students who are graduating from the College;
- (9) for mentoring and guiding the College's current students based on your areas of expertise or interests;
- (10) 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;





- (11) for usage in the College's or any third parties' publications or press releases to celebrate the College or your activities, achievements or successes;
  - (12) for delivering important notices in relation to any changes of the College's events, activities, programmes, policies or rules that may affect you;
  - (13) for carrying out statistical analysis;
  - (14) for maintaining a good relationship with you;
  - (15) for caring and protecting the interest and welfare of the students;
  - (16) for the College to communicate with you or contact you for all purposes set out above; and
  - (17) 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.
  - (18) for our storage, hosting back-up (whether recovery or otherwise) of your Personal Data, whether within and/or outside Malaysia.
- 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, ordinary mail, Short Message Service (SMS), WhatsApp message and any other communication or Chat applications.
- 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) Market or statistics surveyors;
- (4) Third party companies or entities for the purposes in relation to commercial, social, professional networking, business and employment opportunities provided to you;
- (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) Market or statistics survey agents or companies; and
  - (b) Event companies.
- (8) data centres and/or servers located within or outside Malaysia for data storage purposes;
- (9) storage facility and software service providers.

- 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.





- 3.3 Your Personal Data may be stored either in hard copy form at the college or stored in systems in Malaysia or with service providers located outside Malaysia. It may be necessary

for us to transfer your Personal Data outside of Malaysia if any of the third parties mentioned in section 3 (Disclosure of Personal Data) above including our service providers who are involved in providing any services to us are located or have servers or storage facilities in countries outside of Malaysia.

- 3.4 You consent to us transferring your Personal Data outside Malaysia to such third parties and for the purposes set out in section 2 (Purpose of Processing of Personal Data).

#### **4. EMAIL AND WEBSITE**

- 4.1 Any Personal Data provided via your registration through the College's website and the alumni's website and any Personal Data contained in the emails and 'Contact Us' messages sent via the College and the alumni' 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 and the alumni' 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. If you wish to do so, please contact:

### **Marketing & Admissions**

+606 850 5555

[alumni@ktj.edu.my](mailto:alumni@ktj.edu.my)

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 in order to avoid the College providing incorrect information to any parties.



- 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 Personal Data Protection Notice available at the alumni'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 alumni's website for the latest version of this Notice.