

## PERSONAL - DATA PROTECTION NOTICE

### Introduction

DISTED COLLEGE (hereinafter known as “DC”) respects the protection of your personal information and is committed to maintain your privacy. This Personal Data Protection Notice explains the collection, usage and disclosure of personal information in accordance with the Malaysian Personal Data Protection Act, 2010. By applying to be student of DC, by engaging DC to provide services, by communicating with DC or by interacting with DC either at our events, conference, seminars, talks or otherwise or using DC Social Media Platform and DC website <http://www.disted.edu.my>, you consent to the processing of your Personal Data (as defined herein and by Personal Data Protection Act 2010”) by DC and all persons, bodies, companies, schools, colleges, universities, corporation, relevant authorities and/or third party service or product providers within or outside Malaysia involved in the provision of services by DC or in the course business.

Please note that DC shall have the right to modify, update or amend the terms this Personal Data Protection Notice at any time without prior notice by placing the updated Notice on our Website. By continuing to communicate with DC or by continuing to use the DC’s services following the modification, updates or amendments to this Notice shall signify your acceptance of such modifications, updates or amendments. In the event of any conflict between the English and other languages versions of this Notice, the English version shall prevail.

The following outlines our privacy policy:

- Before or at the time of collecting personal information, we will identify the purposes for which information is being collected.
- We will collect and use personal information solely with the objective of fulfilling those purposes specified by us and for other compatible purposes, unless consent of the individual concerned is obtained or as required by law.
- We will only retain personal information as long as necessary for the fulfillment of those purposes.
- Personal information will be collected by fair means; with the knowledge and consent of the individual concerned.
- Personal data should be relevant to the purposes for which it is to be used, and, to the extent necessary for those purposes, should be accurate, complete, and up-to-date.
- If you provide us with personal data of other individuals, you hereby represent that you have obtained consent from that individual prior to providing their personal data to us. References to ‘your personal data’ in this Notice would include such individual’s personal data that you provide to us.
- We will protect personal information by reasonable security safeguards against loss or theft, as well as unauthorised access, disclosure, copying, use or modification.
- Personal data of individual under 18 years old are processed with parental or guardian’s consent.

## **(1) Personal Information**

### **1.1 Type of Personal Data**

“Personal Data” means any information which identifies you as an individual, including but not limited to:

- Name, title, education background, identity card number, passport number, EPF account number, SOCSO account number, income tax number; and banking information
- Contact information such as mobile phone number, house address, e-mail address, emergency contact details, parents and/or guardian details, WhatsApp, LinkedIn, Twitter, Facebook and other mode of connection through the social media;
- Demographic information such as race, religion, nationality, gender and preferences;
- Student’s Medical and vaccination details;
- Attendance records, examination results, academic records and performance in DC; or prior schooling
- Images (including photographs), information in audio and/or video format (including voice, video recording, closed-circuit television (“CCTV”) and security recording) and any information relating to you;
- List of awards and recognition won from both local and international competition(s);
- Research grants details;
- Particulars of your spouse, parents or family members;
- Any information that has been or may be collected, stored, used or processed by DC from time to time in connection with any commercial relationship with DC.

Additional personal data that we may collect during times of crisis such as but not limited to: war, terrorism, riots, natural disaster, health crisis, disease outbreak are:

- Health and physical condition;
- Health condition of individuals in your household;
- Test result(s) of you or individuals in your household (if any);
- Whether you are or were in self-isolation when you are or were unwell;
- Body temperature
- It is obligatory for you to supply such additional personal data if you enter any of our premises or attend any of our events during such times of crisis.

### **1.2 Source of Personal Information**

#### **1.2.1 Student / Potential Student**

DC collects your Personal Data directly or indirectly from you, your parents, your family members, your guardians and / or recruitment agents, from variety of sources including without limitation through completed enquiry, course application form via various means including online and physical hardcopies, at education fairs, events, conferences, talks, seminars, classes or by using DC website.

### **1.2.2 Parent / Guardian of Student / Potential Student**

DC collects your Personal Data directly or indirectly from you, your child and / or recruitment agents, from a variety of sources including without limitation through completed enquiry, course application form via various means including online and physical hardcopies at education fairs, events, conferences, talks, seminars or by using DC website.

### **1.2.3 Alumni**

DC collects your Personal Data directly or indirectly from you via variety of sources including but without limitation when you register at our alumni community website and / or at our events, conferences, talks, seminars or by using DC website.

### **1.2.4 Employer / Potential Employer of DC's Student / Graduate**

DC collects your Personal Data directly or indirectly from you or your colleagues when you register at our career portal as means of providing job opportunities to our students / graduates. Your personal data may also be collected via cookies by using DC website.

### **1.2.5 Supplier or Service Provider**

DC collects your Personal Data directly or indirectly from you or credit reference agencies as part of the commercial transactions. Your personal data may also be collected via cookies by using DC website.

### **1.2.6 Employee or Potential Employee**

DC collects your Personal Data directly or indirectly from you or your references when you apply for employment and / or during your course of tenure with DC. Your personal data may also be collected via cookies by using DC website.

In general, Personal Data will also be obtained from written or verbal communications or documents delivered to us prior to and during the course of our contractual or pre-contractual dealings with any affiliates, as well as usage of our website and any other information posted on our website, email or otherwise send to us.

### 1.3 Mandatory Personal Data

For DC students and alumni, the provision of your Personal Data is mandatory.

However, apart from DC students and alumni, if you do not wish for your Personal Data to be collected, processed, disclosed or used, kindly download and complete the relevant form provided below and email to [pdpa@disted.edu.my](mailto:pdpa@disted.edu.my)

Consequently, we may not be able to meet your queries, provide you with the relevant services you need, communicate with you and/or access to our Website.

#### (2) Purposes of Collecting and Processing Including Disclosing Personal Information for the purpose of:-

- Course Competency Requirement
- Process enrolments and enquiries, match courses with students' need, provide appropriate course information for enrolment procedure
- Day to day administrative matters
- Correspond with students and parties involved
- Maintenance of students' record (including personal and academic information) and academic process management (for example, academic audits, examination administrations and awarding degrees)
- Provision of advice and academic support via Student Administration, Student Services Department (including Counselling Services), International Office and the various Academic Departments
- Provide ancillary services such as visa application and insurance coverage throughout years of studies/employment in/with DC
- Student tuition fees and relevant payments communication and administration
- Support student health and welfare requirements
- Management of resources or events for libraries, accommodations, computing facilities, graduations, alumni
- Produce statistics for internal planning purposes
- Submissions, research and all other information required by regulatory or statistical authorities agencies or bodies including but without limitation to the Ministry of Higher Education, Malaysian Qualifications Agency, Department for Immigration, Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN) and etc
- Internships or third party's attachment assistance (if internships are required for the chosen programme)
- Student competitions/events/achievements;
- Assessment of potential employee's job application
- Employee training and development requirements
- Employee performance management
- To perform reference checks, background screening, bankruptcy searches, criminal records, etc  
Internal DC records management

- For research, benchmarking and statistical analysis purposes to develop and evaluate education policies and strategies
- To send you materials or to distribute information on events
- To send you marketing, advertising and promotional information
- For DC to comply with its obligations under law.

### **(3) Disclosures and Transfers of Personal Information**

DISTED College, via academic departments, the Registry Office, Student Experience, Bursaries, and Administration within Campus Community departments may disclose your relevant Personal Data to employees and agents of DISTED College on a need-to-know basis.

Furthermore, your Personal Data may be disclosed to the following parties:-

- Student sponsors including parents or guardians
- Government loans department i.e. PTPTN, funding bodies and agencies acting on students' behalf
- DISTED partner universities or affiliated universities (for further studies registration)
- IPT Formation Management System (IFMS) via Ministry of Education Malaysia
- The Ministry of Higher Education, other relevant government departments/agencies and statutory authorities and industry regulators
- Any person required under regulation or instruction of government agencies
- The Education Malaysia Global Services and other agencies appointed by Malaysian immigration department to process visa application or renew student visa during studies at DC (for foreign students)
- Professional, statutory regulatory or accreditation bodies relevant to students' programme requirements (relevant recognized bodies recognized by Ministry of Higher Education)
- Foreign government departments, agencies or authorities if students are enrolled in a foreign accredited programme with intention of application for the university admissions.
- Statutory bodies in relation to employees such as Employee Provident Fund, Social Security Organisation, Inland Revenue Board, Human Resource Development Fund, Immigration Department of Malaysia, Ministry of Higher Education, etc
- Third parties providing internships only as part of the programme requirements
- Competition/event organizers (for issuance of awards);
- Third parties such as employment background check company and potential employer (verifying academic credentials/qualifications) unless by consent;
- Educational institution (applicable for further study application);
- DC business partners, agents, employees, contractors, sub-contractors, service providers or suppliers, statutory authorities and industry regulators;
- Insurance providers, banks, training centres, auditors, consultants, accountants, lawyers or advisors, couriers, postal service providers.

Your personal information may be disclosed to relevant parties if we deem that such disclosure is necessary to prevent or mitigate a serious and imminent threat to your life or health or the life or health of another person.

Particularly for students, academic record will be retained indefinitely after graduation for statistical or historical research and compliance. Graduate contact details will be added to our alumni database. The Student Services Department may contact you in the future with opportunities including old classmates' connection, personal network development and career growth.

Your Personal Data may be used by DC in any publicity and/or promotion of the college. This includes the publishing of excellent academic results, research grants and the award of a prize or scholarship, or sports tournament achievements and any other achievements that is earned at the local or international level.

#### **Disclosure with Students' Authorisation**

DC may release information on tuition fees and academic progress to third parties authorised by you. Request for release of Personal Data should be made in writing by you to the Registry Office.

As DC's information technology storage facilities and servers may be located in other jurisdiction, your Personal Data may be transferred to, stored, used and processed in a jurisdiction other than Malaysia. Further, your Personal Data may be transferred out of Malaysia for the purposes described above. You understand and consent to the transfer of your Personal Data out of Malaysia as described herein.

#### **(4) Security**

DC takes prudent steps to safeguard the confidentiality and security of all Personal Data, including steps to protect the Personal Data from accidental or unlawful loss, alteration, abuse, misuse or disclosure. Your personal data is processed as required by Act 709. Despite DC's best efforts, however, security cannot be absolutely guaranteed against all threats. To the best of DC's ability, access to Personal Data is limited to authorize personnel only and the authorized personnel are required to maintain the confidentiality of such information.

#### **(5) Retention**

DC takes reasonable steps to ensure that such Personal Data are only retained for as long as the information is necessary.

#### **(6) Websites and Use of Cookies**

##### **6.1 Link to Websites**

Links to other sites 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 Cookies**

Cookies may be used in the processing of your information. A cookie is a text file placed into the memory of your computer or device by our computers; where a copy of this text file is sent by your computer or device when it communicates with our server. We use cookies to identify you and to ease your next login to our website and / or portal. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You may modify your browser setting to decline cookies if you prefer and / or if your browser permits, however this may prevent you from fully utilize the website.

## **(7) Right to Access and Correct Personal Information (Applicable to Students only)**

You may at any time request for access, correct or rectify your Personal Data (subject to exceptions under applicable law) by updating your information regularly via Student SIS Portal or email to [pdpa@disted.edu.my](mailto:pdpa@disted.edu.my)

You are to put your request in writing for security reasons and verification purposes. In accordance with the Act, we may charge a prescribed processing fee for all Personal Data access requests made by you.

In the event we refuse to adhere to your request for access and/or correction to your Personal Data we will inform you of our reason for the refusal.

## **(8) Opt-Out or Change Your Contact Information**

You may choose to opt-out of receiving marketing communications from us and choose to receive only specific communications or none at all. You may also update your contact information previously provided to us. You cannot remove yourself from our database, but you can prevent unwanted communication. You may choose to withdraw your consent at any time, subject to legal and contractual restrictions and reasonable notice. However, in some circumstances, we may have to limit the services provided to you. Kindly download and complete the relevant form provided below and email to us at [pdpa@disted.edu.my](mailto:pdpa@disted.edu.my) if you wish to opt-out or change your contact information.

## **(9) Changes to DC's Privacy Notice**

From time to time, DC may make changes to this Privacy Notice. Accordingly, we encourage you to periodically review this notice to remain informed about how we process and protect your Personal Data.

Your continued usage of the DC website constitutes your acceptance of the processing of your personal data to the extent outlined in this Privacy Notice as amended from time to time.

## **(10) Enquiries**

Should you have any requests, questions, comments or concern pertaining to our stated privacy policy, please contact us at [pdpa@disted.edu.my](mailto:pdpa@disted.edu.my) or contact us at +6011-36074971.