

PERSONAL DATA PROTECTION

Introduction

1. The statement stated hereinafter explains the general terms of MAHSA COLLEGE SABAH CAMPUS (MCS) policy in respect of collection and processing of your personal data. MCS is committed to ensure the protection of your personal data and in compliance with the personal data protection laws and regulations of Malaysia.

Consent

2. By signing the Notice, you have agreed that you have read and accepted the statement stated herein and that you have consented to the collection and processing of your personal data by MCS in the manner as stated below. In respect of the personal data of third parties as provided by you in the application form, you have hereby warranted and represented to MCS that you have obtained the requisite consent from the third parties for the collection and processing of their personal data in the manner stated hereinafter.

Notice and Choice Principle Statement

3. MCS is required to collect certain personal data information for the purposes of your child's application and for the duration of his or her studies and for the purposes of marketing and promoting MCS. The personal data may inter- alia include, name as per the identity card or passport, identity card and passport details, school transcripts, age, race, religion, contact details, residential details, email, birth date, nationality, occupation, designation, company details, bank account details, parent/guardian/spouse/children's details, medical condition, commission or alleged commission of any offence and any other such personal data that may be relevant for the purposes of the application to MCS.

4. The personal data provided by you to MCS will be processed by authorized persons of MCS for the following purposes:-

- a) to process application for academic programmes, executive courses or any other short courses MCS may offer at any given point in time;
- b) to process the information of any subsequent information for the purpose of updating and providing information to you on the courses/programmes offered by MCS and/or its affiliates under MAHSA Group;
- c) for communication purpose;
- d) to add your name to MCS's Alumni roll;
- e) to provide you with the latest courses, programmes, promotional and information brochures in respect of MCS and/or its affiliates under MAHSA Group;
- f) to facilitate with collection of payment to MCS and/or its affiliates under MAHSA Group;
- g) to conduct research, prepare reports and statistics for the purpose of MCS's business activities;
- h) for consideration of employment with MCS and/or its affiliates under MAHSA Group;
- i) for other lawful business activity of MAHSA Group; and
- j) to with comply with any legal or regulatory requirement that is applicable to MCS; and
- k) to make disclosure as required by any laws, regulations, direction, court order, guidelines and circular or code that is applicable by law to MCS.

5. The Personal Data provided to you may, if required to be disclosed to the following classes of third party:-

- a) financial institutions for the purposes of facilitating payments and/or payment records for your studies with MCS;
- b) MCS's third party service providers;
- c) Government agencies or bodies and/or regulatory agencies in connection with MAHSA Group's business;
- d) Lawyers, insurance providers, accountants, consultants, financial or professional advisors of MAHSA Group;
- e) Shareholders, members of the Board of Directors and members of the Board of Governors;
- f) Any persons or bodies that MAHSA Group is required and/or compelled under the law to do so; and
- g) Regulatory bodies, government agencies or other authorities as required or authorized to do so under any regulatory function under any law or in relation to any order or judgment of a court.

6. The Personal Data provided by you to MCS will be processed for the purposes as mentioned aforesaid.

7. The Personal Data provided by you is necessary to enable MCS to carry out the purposes as mentioned aforesaid and failure to provide the Personal Data will or may result in:-

- a) MCS may not be able to register your application to pursue your education;
- b) MCS may not be able to provide you with the latest courses, programmes, promotional and information brochures in respect of MCS and/or its affiliates; and
- c) MCS may not be able to update you on the development or growth of MCS and/or its affiliates under MAHSA Group.

8. You have the right to request access to the Personal Data and to make any correction as deemed necessary to ensure the accuracy of the Personal Data. You may also choose to limit the processing of your Personal Data. If you would like to make any such request, kindly submit your request in writing to the Registrar's office as specified in clause 10 below.

9. You may also direct any inquiries or complaints to the Registrar's Office as stated in clause 10 below.

Security of your Personal Data

10. MCS has implemented security policies and technical measures to protect your Personal Data in accordance with the data protection laws and regulations. If the processing of the Personal Data is carried out by third parties on behalf of MCS, MAHSA will require the third party to protect the Personal Data that they received from MCS.

Changes to this Statement

11. This statement may be revised and updated from time to time and MCS recommends that you visit the MCS's webpage to review the updated version of this statement.

Contact Us

12. If you have any questions, inquiries or complaints, you may contact:-

MAHSA COLLEGE SABAH CAMPUS

Lot No.C-100B, Concourse Floor,

1 Borneo Hypermall,

88400 Kota Kinabalu, Sabah, Malaysia.

Website: www.mahsasabah.edu.my

Email: admission@mahsasabah.edu.my

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