

## PRIVACY NOTICE FOR I-SYSTEMS COLLEGE STUDENTS

Dear students,

The Government of Malaysia has implemented the Personal Data Protection Act 2010 (“PDPA”) to regulate the processing of personal data in commercial transactions. PDPA applies to all companies and firms established in Malaysia and it requires us to inform you of your rights in respect of your personal data that have been collected and is being processed by the college, and the purposes for the processing. PDPA also requires us to obtain your consent for the processing of your data.

We wish to inform that the personal data and other information (collectively “Personal Data”) previously collected will continue to be used and processed by I-Systems College for the following purpose :

- a. To maintain student records (including academic and training details) and the management of their academic and training processes such as programme delivery, examination boards and issuance of transcript and certificates;
- b. Prompt response to students queries in regards of various matters such as their welfare and studies;
- c. To provide proper services to the students such as learning resources and facilities, students accommodation, transportation and welfare services;
- d. For alumni operations including fund raisings and notification of alumni activities and provision of alumni benefits;
- e. To provide support in various areas such as counseling, student accommodation, students clubs or associations and career services, internship, practicum or other industrial engagement / on job training;
- f. To provide extracurricular activities such as student leadership programmes, outward bound programmes and career development programmes in order to enhance students growth;
- g. For the processing of students fees, loans or scholarship, ( including creation, management and administration of students accounts ) payment collection, credit reporting and debts recovery;
- h. To conduct surveys and trend analysis;
- i. To submit research materials and all other informations as required by authority agencies or bodies including Ministry of Education, Malaysian Qualification Agency, Ministry of Human Resources and the Department of Skills Development, Pembangunan Sumber Manusia Berhad, Perbadanan Tabung Pendidikan Tinggi Nasional and Perbadanan Tabung Kemahiran;
- j. Provision of information to students on the activities and services provided by the college and related corporations;
- k. For auditing purposes;
- l. Many other purposes as set out in the General Terms and Conditions of I-Systems group of Colleges;

(collectively the “Purposes”).

Please note that it will be necessary for I-Systems College to process your Personal Data, without which the provision of educational services may be affected.

Also, please be informed that if required of the above purposes, your Personal Data may be transferred to locations outside Malaysia or disclosed to our related corporations, business partners and/or service providers who may be located within or outside Malaysia. Save for the foregoing, your Personal Data will not be knowingly transferred to any place outside Malaysia or knowingly disclosed to any third party except in accordance with the PDPA.

We will take practical steps to protect your Personal Data which is in our custody.

We will not retain your Personal Data longer than necessary for the fulfillment of the original purposes for which it was collected. Your Personal Data will be permanently destroyed and/or deleted if no longer required.

You may at any time hereafter visit the Student Affair Department or make written enquiries for access to or correction of your Personal Data or limit the processing of your Personal Data via post or email to the following address :

Postal Address : **(Bangunan I-Systems Kuching) 1<sup>st</sup> Floor, Lot 1, Jalan Usahajaya, Muara Tabuan, 93350 Kuching, Sarawak**

Email Address : **enquiry@i-systems.edu.my**

We trust that you will consent and agree to the terms above with respect to our processing of your Personal Data.

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