

PERSONAL DATA PROTECTION POLICY

We, the International School of Kuantan (“**ISK**”), are committed to comply with the Malaysian Personal Data Protection Act 2010 (the “**PDPA**”) in ensuring that your personal data are proficiently protected. This Personal Data Protection Policy (the “**Policy**”) is to inform you about our practices in dealing with privacy matters and the policy that we have implemented to ensure that your privacy and by default, your children’s privacy, remains intact.

From here on, the word “you” or “your” or any variation thereof shall refer to the owner of the personal data, which include both the student and the parent/legal guardian/step parent of the student.

The word “we” or “us” or any variation thereof, including “ISK” shall refer to the International School of Kuantan.

1. General

For the purpose of this Policy, in line with the provisions under the PDPA, “Personal Data” shall mean any data or information that relates directly or indirectly to you and makes you identifiable or makes it possible for another person to identify you. It also includes “Sensitive Personal Data” which covers information regarding your physical or mental health, religion, beliefs, or any such other data under the PDPA.

This Policy relates to all Personal Data and Sensitive Personal Data which is in our possession or which will be collected by us in the future throughout your time with us. This Policy supplements but does not supersede nor replace any other consent you may have previously provided to us in respect of your Personal Data and Sensitive Personal Data, and your consent herein are in addition to any rights which we may have at law to collect, use, process or disclose.

2. How We Collect

We collect your Personal Data and Sensitive Personal Data mostly directly from you through:

- Various Application and/or Registration Forms;
- Documents and records given as part of the application process;
- Enquiry Forms;
- Request Forms ; and

- Previous qualification related documents and/or certificates.

There may be instances where your Personal Data and Sensitive Personal Data are collected through third parties or external sources which are not restricted to the following:

- Third parties such as previous education institutions, law enforcement agencies and other governmental entities;
- Third party service providers incidental or in relation to the above; or
- Public domains for publicly available data.

3. What We Collect

For optimal academic, educational and administrative service, we need to collect various Personal Data and sometimes, Sensitive Personal Data from you. Generally, the Personal Data that we collect and process include, but not limited to:-

- Name;
- Identification Number (NRIC for Malaysian citizens and Passport Number non-citizen);
- Contact details (telephone number, address, email address, etc)
- Photo;
- Previous qualifications;
- Parents/Guardians' marital status;
- Emergency contact person(s) details;
- Billing related information;
- Employment/Occupation; and
- Any other details as per required in all application and/or registration forms and other forms issued by us.

The provision of all information that we requested for in the relevant forms are mandatory unless otherwise specified to ensure that your application or request will be processed efficiently. Your failure in providing us with the relevant information may prevent us from processing your application or request.

4. Purpose of the Personal Data

Your Personal Data and Sensitive Personal Data are collected and processed for, but not limited to, the following purposes:-

- To process application for admission;
- To maintain students' personal details, academic and non-academic records;

- To maintain class register;
- To manage use of facilities such as library, resource centres, laboratories, and so on;
- To communicate to students on any important announcements;
- To collect information for relevant local or international statutory authorities or exam boards;
- To contact student's next of kin in case of emergencies;
- To care for the medical needs of students;
- To manage and respond to enquiries by the parents/guardians;
- To provide the relevant administrative support, counselling and pastoral services;
- To administer the graduation and alumni related events;
- To administer the tuition fee and other payment;
- To pursue/collect any sums in arrears by the parents/guardians; and
- Any other purposes related to the smooth running of ISK.

5. Disclosure of Your Personal Data

We will keep your Personal Data and Sensitive Personal Data as strictly confidential unless written consent was given to us to disclose them or if the disclosure is within the ambit of permitted disclosure under the prevailing PDPA or guidelines.

We may however, disclose your information to the non-exhaustive list of third parties below:-

- Ministry Of Education, statutory authorities, industry regulators, and other relevant government department/agencies;
- Malaysian Immigration Department and its appointed agencies;
- Foreign embassies and their appointed agencies;
- Student's sponsors (where applicable) including his/her parents/guardians;
- Professional or accreditation bodies;
- Examination boards;
- Third parties appointed by ISK to provide services such as auditors, lawyers, contractors, printing companies, travel agencies, insurance companies, etc; and
- Other relevant institutions or companies.

We will not transfer your Personal Data and Sensitive Personal Data to a country outside of Malaysia unless:-

- We have your consent; and
- The receiving country's data protection laws provide an adequate level of data protection.

6. Data Security

We use commercially reasonable physical, managerial and technical safeguards to preserve the integrity and security of your data and will not knowingly allow access to anyone outside of ISK, other than you or as described in this Policy.

7. Your Rights

Under the PDPA, you have the following rights to:-

- Request for access to your data and obtain copies of such data;
- Require us to correct any Personal Data relating to you which is inaccurate for the purpose for which it is being used; and
- To take action to stop the use of, erase, and/or dispose of inaccurate data.

Should you wish to exercise the rights above, you may do so through a written request together with a prescribed fee. We shall, subject to exemptions, comply with the request and/or take reasonable steps to process such request within 21 days.

The request may be forwarded to us through:

Administration Department
International School of Kuantan
Jalan IM 7/9,
Bandar Indera Mahkota, Kuantan 25200, Pahang, Malaysia.

Telephone: +609-5736010

Facsimile: +609-5736023

Email: admin@isk.edu.my

8. Disposal of Data

As Personal Data and Sensitive Personal Data should not be retained for longer than its required purpose, we have the obligation to ensure that your Personal Data are destroyed and/or permanently deleted after a period of time. We will delete your Personal Data and Sensitive Personal Data in accordance with our internal procedures.

9. Change Policy

We reserve the right to alter any of the clauses contained herein in compliance with local legislation, and for any other purpose that we deem necessary. As such, we advise that you keep yourself updated on these terms. If there are any inconsistency between these terms and the additional terms, the additional terms will prevail to the extent of the inconsistency.

10. Governing Law

This Policy is governed by and shall be construed in accordance with the laws of Malaysia and hereby is submitted to the jurisdiction of the Malaysian courts.