



## **IJN UNIVERSITY COLLEGE PRIVACY POLICY**

### **PRIVACY POLICY**

IJN University College (hereinafter referred to as “IJNUC”, “our”, “we” or “us”) is committed to safeguarding the privacy, confidentiality, and security of all personal and health data entrusted to us.

This privacy policy outlines IJNUC’s policy on how we manage the personal data we hold about our students and others. It applies to all operations within IJNUC, including visitors to our website.

It has always been our policy to ensure that your personal and medical information are protected as stated in our Student Handbook. With the introduction of the Malaysian Personal Data Protection Act 2010 (“PDPA”), we are even committed to ensure the privacy, and confidentiality and security of all personal data and health information are protected in line with the PDPA. For the purpose of this privacy policy, the terms “personal data” and “processing” shall have the meaning prescribed in the PDPA.

By using this website or submitting your personal data to IJNUC, you consent to the processing of your data as described in this policy. Please read the following information carefully before submitting information or using this site.

### **WHAT INFORMATION THAT WE PROCESS**

We process personal data which you have provided to us voluntarily through our website and upon your registration at our facilities. This includes personal data such as your name, address, date of birth, gender, age, contact details, race, religion, occupation, next of kin details, and the program you wish to enroll in after completing school. In this regard, you hereby expressly consent to our processing of your sensitive personal data such as your religion and medical records.

We also process personal data submitted and obtained from individuals seeking programme at Master’s, Bachelor’s Degree, Graduate Certificates, Advanced Diploma, Diploma and Post Basic.

If you give us personal data or information about another person, you must confirm that he/she has appointed you to act for him/her, to consent to the processing his/her personal data and to receive on his/her behalf any data protection notices. We may request your assistance to procure the consent of such persons whose personal data is provided by you to us and you agree to do so. You shall indemnify us in the event we suffer any loss or damage as a result of your failure to comply with the same.

### **WHY DO WE PROCESS YOUR PERSONAL DATA**

The purpose of which personal data is processed are as follows:

- The provision or delivery of student record;
- To monitor and evaluate the quality of student record;
- To plan for the development and delivery of management of record and services;
- To assess your qualification to further your study in here;
- To perform a contract of service;
- To conduct research and/or clinical trials;
- To promote and support research and education;
- To contact you and respond to all your queries;
- To meet legal and regulatory requirements;

- Dealing with matters requested by you e.g dealing with insurance companies;
- Conducting surveys and/or statistics compilation;
- Utilizing existing records for reporting to the Ministry of Higher Education for audit purposes, implementing assistance provided to students throughout their period of study, reporting for data updates in the E-IPTS system, Star EMGS system, and the Malaysian Qualifications Agency system, and preparing any certificates that may be required to be awarded to students throughout their period of study until completion;
- Investigating claims and complaints; and such other purposes as may be related to the foregoing.

Please note that it will be necessary for IJNUC to process your personal data, without which we will not be able to continue to process your personal data for any of the above purposes.

#### **WHERE DO WE COLLECT YOUR DATA**

- From the website/email
- Registration (hard copy/soft copy)
- External document that you have attached
- Research
- Any other oral/written communications between us

#### **WHO MIGHT RECEIVE PERSONAL DATA REGARDING STUDENT RECORD?**

We typically input student data into the E-IPTS system to notify the Department of Higher Education regarding the number of active, inactive, discontinued, or expelled students for specific reasons, among other things.

If your personal information has changed since your previous entry, please inform us.

Your personal data is processed with the purpose of training our staff, planning for the future, and evaluating our services. To the extent possible, personally identifiable information will be deleted before it is processed for teaching purposes or for the assessment of our services.

We may disclose your personal data if required by law or relevant authorities.

Your personal data may be disclosed to parties including but not limited to IJN Foundation, banks, auditors, government departments and/or agencies, regulatory bodies and/or statutory bodies, credit reference companies, related companies, business partners, service providers, courts and tribunals, closest relatives, research organizations, non-governmental organizations, and others, as well as any third parties associated with any of the above purposes or any other purposes directly related to any of the above purposes for which the personal data was collected.

Any individual/company entrusted with confidentiality obligations towards IJNUC and has undertaken to maintain the confidentiality of such personal data. This includes related companies, business partners, and our associated service providers, as well as any of these third parties who have been requested or authorized by you for any of the above purposes.

Your personal data may be transferred to locations outside of Malaysia. When personal data is transferred outside Malaysia, IJNUC ensures that appropriate safeguards are in place, such as contractual obligations, encryption, and compliance with applicable data protection laws, to maintain the confidentiality and security of your information.

Any individual or company accessing, on behalf of or together with IJNUC, for the related purposes directly associated with the data provided.

## **HOW DO WE PROTECT YOUR PERSONAL DATA**

All reasonable efforts and practical steps are made to ensure that personal data held by us is kept and protected against theft, unauthorized access, disclosure, copying, use or modification. We maintain strict policies regarding who has the authority to access your personal data. All staff is bound by a strict code of conduct and legal obligations with respect to maintaining the confidentiality of your personal data.

### **Additional Security Measures:**

We implement technical and organizational measures including data encryption, role-based access controls, and regular security audits to protect personal data against unauthorized access, alteration, or disclosure. Our systems are monitored to detect and prevent potential security breaches.

## **HOW LONG DO WE RETAIN YOUR PERSONAL DATA**

We retain personal data only as long as necessary for the stated purposes or as required by law.

## **HOW DO WE KEEP PERSONAL DATA ACCURATE AND UP TO DATE?**

We will take reasonable steps to ensure that the personal data we hold is accurate and kept up to date. We realize that personal data changes frequently with changes of address and other personal circumstances. Please notify us promptly of any changes to your personal data.

If you become aware that any personal data we hold is not accurate or if you would like to update your personal details, please advise in writing via our contact details as described below.

Please note that it is your responsibility to ensure that personal data you provided to us is accurate, complete and not misleading and that such personal data is kept to date.

## **HOW DO YOU ACCESS TO YOUR PERSONAL DATA**

Requests for access to your personal data must be made in writing to:

Personal Data Protection Officer IJN University College

Tingkat 10-13, Bangunan Yayasan Selangor

Jalan Raja Muda Abdul Aziz, Kampung Baru

50300 Kuala Lumpur.

E-mail Address: [safarina@ijn.edu.my](mailto:safarina@ijn.edu.my)

A fee is charged for this service. If there are personal data in our records, which you believe to be incorrect, or you do not agree with, you have the right to request that it be corrected.

## **YOUR RIGHTS UNDER PDPA**

In accordance with the Malaysian Personal Data Protection Act 2010, you have the right to:

- Access and obtain a copy of your personal data held by us;
- Request correction of inaccurate or incomplete data;
- Withdraw your consent to the processing of your personal data, subject to legal or contractual restrictions.
- Request deletion of your personal data where permissible by law.

To exercise these rights, please contact our Personal Data Protection Officer using the details provided above.

### **LINKS TO OTHER WEBSITES**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide while visiting such sites are not governed by this privacy policy. You should exercise caution and look at the privacy statement applicable to the website question.

### **ENQUIRIES AND COMPLAINTS**

You may make further enquiries about this privacy policy in writing to:

Personal Data Protection Officer IJN University College

Tingkat 10-13, Bangunan Yayasan Selangor

Jalan Raja Muda Abdul Aziz, Kampung Baru

50300 Kuala Lumpur.

E-mail Address: [safarina@ijn.edu.my](mailto:safarina@ijn.edu.my)

### **CHANGES TO OUR PRIVACY POLICY**

We encourage you to review this policy periodically to stay informed about how we protect your personal data.

IJNUC's privacy policy will be reviewed from time to time to take account of new laws and technology, changes to our operations and practices and to make sure it remains appropriate to the changing environment.

If we make any changes to our privacy policy, we will post these changes on our website.

### **LANGUAGE**

In the event of any inconsistency between the English version and the Bahasa Malaysia version of this privacy policy, the English notice shall prevail over the Bahasa Malaysia version.