



## Personal Data Protection Notice for AIMST University

AIMST University is strongly committed, for the protection of your personal data and values your privacy. This Personal Data Protection Notice explains how we collect and handle your personal data in accordance with the Malaysian Personal Data Protection Act 2010. Please note that AIMST University may amend this Personal Data Protection Notice at any time without prior notice and will notify you of any such amendment via our website or e-mail.

### (1) Personal Data

#### 1.1 Types of Personal Data and Sources of Personal Data

Personal data means any information which relates to you and which was collected or provided to AIMST University for the purposes stated in Section 2 below, your personal data may include your name, address (such as correspondence and permanent address), phone numbers (such as Hand-phone, Home and Office phone numbers), facsimile numbers, email address, identity card number, passport numbers, specimen signature, age, gender, race, nationality, country of permanent residence, company name, occupation, salary, job position, credit card number, credit history, religious belief, medical conditions and details of criminal conviction information, sponsoring body details, referee information (such as name of referee, job position, address, contact number and email address), previous examination results, transcript, academic qualifications, academic records, bank details (such as name of bank, bank address and bank account number), images (including photographs) information in audio and/ or video format, closed-circuit television ("CCTV") and security recording (collectively "Personal Data").

#### 1.2 Source of Personal Data

- (i) Student or potential student: AIMST University collects your personal data directly from you or indirectly from your parents, guardians and / or recruitment agents when you, your parents, guardians and / or recruitment agents send us completed enquiry, application and / or registration forms via various means, including online and physical hardcopies at public venues, seminars held at schools and / or when you, your parents / guardians and / or your recruitment agents visit our campuses.
- (ii) Parent / guardian of our student or potential student: AIMST University collects your personal data directly from you or indirectly from your child / ward, recruitment agents when you send us completed enquiry, application and / or registration forms via various means, including online and physical hardcopies at public venues, seminars held at schools and / or when you, your child / ward and / or your recruitment agents visit our campuses.
- (iii) Client / customer or potential client / customer for our products, services, events, conferences, seminars and / or other marketing activities organised by us: AIMST University collects your personal data directly from you when you express an interest to be contacted for such events and marketing activities (including business card collections via fish bowl method or during previous events organised by us). Your information may also be collected indirectly (for example, via trade / online directories).

- (iv) Donor of Scholarship/Loan: AIMST University collects your personal data directly from you when you fill up the donation / pledge form via online and / or physical hardcopies.
- (v) Vendor, supplier or service provider: AIMST University collects your personal data directly from you or indirectly from your employer or credit reference agencies when tendering for projects or as part of the commercial transactions.

### 1.3 Obligatory Personal Data

All information requested for in the relevant forms is obligatory to be provided by you unless stated otherwise.

Failure to provide the obligatory information, we may be unable to process your request and / or provide you with relevant services. You hereby confirm that the personal data given by you or obtained from your parents, guardians, recruitment agents, your employer, your company and sponsor is sufficient accurate, complete and not misleading and that such Personal Data is necessary for us to provide our services to you and to establish a commercial transaction. If you choose not to provide such Personal Data or if such Personal Data is insufficient, inaccurate, incomplete and /or misleading, the University may not be able to provide you with services you require.

### (2) Purposes of collecting and further processing (including disclosing) your personal data

- (i) Student or potential student: Your personal data is collected and further processed by AIMST University as required or permitted by law and for various academic, educational and administrative purposes, including the following:
- to process your application for admission and thereafter to ensure continuous provision of academic and educational services to you (including recording the details of studies) and determining your academic achievements;
  - to provide ancillary services such as visa application and insurance coverage throughout your tenure of studies with us;
  - to assist you in placements, internships or attachments with third parties (where such internships, placements or attachments are required in order to complete your course);
  - to administer and communicate with you in relation to our tuition fees and other relevant payments;
  - to manage your use of our facilities and management of our events such as libraries, residences, computing facilities, graduations, alumni;
  - to operate our campuses in a manner which is physically safe, secure and befitting of health and safety requirements;
  - to conduct internal marketing analysis and analysis of student pattern and choice;
  - to comply with AIMST University legal and regulatory obligations in the conduct of its business;
  - to contact you regarding products, services, upcoming events, promotions, advertising, marketing and commercial materials which we feel may interest you\*;
  - to ensure that the content from our website is presented in the most effective manner for you and for your computer and/or device; and
  - for AIMST University internal records management.

In particular, religious belief is processed for reporting purposes to the Ministry of Education and any other relevant authorities. Medical details are processed to assist you in your studies at AIMST University.

- (ii) Parent / guardian of our student or potential student: Your personal data is collected and further processed by AIMST University as required or permitted by law and for various academic, educational and administrative purposes, including the following:
- to process the student's application for admission;

- to contact you in the event of emergency or accident;
- to inform you about the progress of the students, our tuitions fees and other relevant payments;
- to provide ancillary services to the students such as visa application and insurance coverage;
- to conduct internal marketing analysis and analysis of student pattern and choice;
- to comply with AIMST University's legal and regulatory obligations in the conduct of its business;
- to contact you regarding products, services, upcoming events, promotions, advertising, marketing and commercial materials which we feel may interest you\*;
- to ensure that the content from our website is presented in the most effective manner for you and for your computer and/or device; and
- for AIMST University internal records management.

(iii) Client / customer or potential client / customer for products, services, events, conferences, seminars and other marketing activities organised by us: Your personal data is collected and further processed by AIMST University as required or permitted by law and for the following commercial purposes:

- to provide you with information, products or services that you request from us and any incidental purposes thereto;
- to contact you regarding products, services, upcoming events, promotions, advertising, marketing and commercial materials which we feel may interest you\*;
- to improve the products or services offered by AIMST University;
- to conduct internal marketing analysis and analysis of consumer pattern and choice;
- to notify you about changes to our products and services;
- to ensure that the content from our website is presented in the most effective manner for you and for your computer and / or device;
- to comply with AIMST University's legal and regulatory obligations in the conduct of its business; and
- for AIMST University internal records management.

(iv) Donor of Scholarship/Loan: Your personal data is collected and further processed by AIMST University as required or permitted by law and for AIMST University internal records management.

(v) Vendor, supplier or service provider: Your personal data is collected and further processed by AIMST University as required or permitted by law and to give effect to your requested commercial transaction, including the following:

- to administer and give effect to the commercial transaction;
- to process any payments related to the commercial transaction;
- for internal investigations, audit or security purposes;
- to comply with AIMST University's legal and regulatory obligations in the conduct of its business;
- to contact you regarding product, services, upcoming events, promotions, advertising, marketing and commercial materials which we feel may interest you\*;
- to ensure that the content from our website is presented in the most effective manner for you and for your computer and/or device; and
- for AIMST University's internal records management.

*\* Where you have indicated your consent to receiving marketing or promotional updates from AIMST University, you may opt-out from receiving such marketing or promotional material at any time. You may select the "unsubscribe" option provided in AIMST University's email blasts / sms blasts or you may contact AIMST University at the details provided in Section (5) below.*

### **(3) Disclosures and transfers of Personal Data (within or outside of Malaysia)**

#### **3.1 Entities within AIMST University**

Your personal data provided to us is processed by entities (within or outside of Malaysia) within AIMST University (including related companies, subsidiaries, holding companies, associated companies and outsourcing partners). AIMST University will ensure that:

- (i) access to your personal data is restricted to staff who are contractually required to process your personal data in accordance with their respective job requirements; and
- (ii) Only necessary information is released to the relevant employees.

#### **3.2 Classes of third parties**

Your personal data may be disclosed or transferred to relevant third parties (within or outside of Malaysia) as required under law, pursuant to relevant contractual relationship (for example, where we appoint third party service providers) or for the purposes stated in Section (2) above (or directly related to those purposes).

In the event of a potential, proposed or actual sale of business, disposal, acquisition, merger or re-organisation ("Transaction"), your personal data may be required to be disclosed or transferred to a third party as a result of the Transaction. You hereby acknowledge that such disclosure and transfer may occur and permit AIMST University to release your personal data to the other party and its advisers / representatives.

- (i) Student or potential student: Your personal data will generally be kept confidential but you hereby consent and authorize us to proceed and/or disclose your Personal Data to the following classes of third parties:
  - The Ministry of Education, other relevant government departments / agencies, statutory authorities and industry regulators;
  - Any person to whom we are compelled or required to do so under law or in response to a competent or government agency;
  - Foreign government departments, government agencies or authorities if you are enrolled in a foreign accredited programme;
  - Malaysian immigration department (including agencies appointed by Malaysian immigration department to carry out its services) if you are required to obtain or renew your student visa for your tenure of studies with AIMST University;
  - Foreign embassies (including agencies appointed by foreign embassies to carry out their services) if AIMST University assists you in your visa application as part of your transfer procedure to foreign universities;
  - Your sponsors including your parents / guardians;
  - Our external counterparts providing external, twinning or other similar educational programmes;
  - Third parties providing you with attachment placements or internships as part of your course requirements;
  - Relevant professional or statutory regulatory bodies or accreditation bodies depending on your programme or course requirements;
  - Law enforcement agencies; and
  - Third parties appointed by us to provide services to us or on our behalf (such as auditors, lawyers, company secretary, printing companies, telecommunications companies, contractors, conference / training / event organiser, other advisers, travel agencies, recruitment agencies and insurance companies).

Upon your graduation, we will retain a summary of your personal data as long as it is required for our

records. Your contact details will be added to our alumni database. The Alumni Office or your faculty/ department may contact you in future to keep you up-to-date with news which may be of interest to you including opportunities to connect with your old classmates and to build up your network for personal and career development. If you wish to opt-out from receiving these up-dates, select the “unsubscribe” option provided in the email updates sent by the Alumni Office or your faculty/ department.

*Note: The Alumni Office will not disclose your personal information to third parties for commercial purpose.*

(ii) Parent/guardian of our student or potential student: Your personal data may be disclosed to the following classes of third parties:

- The Ministry of Education, other relevant government departments / agencies, statutory authorities and industry regulators;
- Any person to whom we are compelled or required to do so under law or in response to a competent or government agency;
- Foreign government departments, government agencies or authorities if you are enrolled in a foreign accredited programme;
- Malaysian immigration department (including agencies appointed by Malaysian immigration department to carry out its services) if the student is required to obtain or renew his / her student visa for his / her tenure of studies with AIMST University;
- Foreign embassies (including agencies appointed by foreign embassies to carry out their services) if AIMST University assists the student in his / her visa application as part of his/her transfer procedure to foreign universities;
- Our external counterparts providing external, twinning or other similar educational programmes;
- Law enforcement agencies; and
- Third parties appointed by us to provide services to us or on our behalf (such as auditors, lawyers, company secretary, printing companies, telecommunications companies, contractors, conference / training / event organiser, other advisers travel agencies, recruitment agencies and insurance companies).

(iii) Client / customer or potential client / customer for products, services, events, conferences, seminars and other marketing activities organised by us: Your personal data may be disclosed to the following classes of third parties:

- Third parties appointed by us to provide services to us or on our behalf (such as auditors, lawyers, company secretary, printing companies, contractors, conference / training / event organiser and other advisers);
- Law enforcement agencies;
- Government departments / agencies, statutory authorities and industry regulators; and
- Any person to whom we are compelled or required to do so under law or in response to a competent or government agency.

(iv) Donor of Scholarship/Loan: Your personal data may be disclosed to the following classes of third parties:

- Third parties appointed by us to provide services to us or on our behalf (such as auditors, lawyers, company secretary, printing companies and other advisers);
- Law enforcement agencies;
- Government departments / agencies, statutory authorities and industry regulators; and
- Any person to whom we are compelled or required to do so under law or in response to a competent or government agency.

- Third parties appointed by us to provide services to us or on our behalf (such as auditors, lawyers, company secretary, printing companies, contractors, conference / training / event organiser, other advisers);
- Law enforcement agencies;
- Government departments / agencies, statutory authorities and industry regulators; and
- Any person to whom we are compelled or required to do so under law or in response to a competent or government agency.

### 3.3. Website

AIMST University has published the privacy statement to demonstrate that we value the privacy of users of AIMST website. This notice relates to websites hosted under aimst.edu.my domain only. AIMST University does not accept responsibility for the content or privacy practices of other external websites.

#### (4) Right to access and correct Personal Data

You have the right to access and correct your personal data held by us (subject always to certain exceptions). We will make every endeavour to ensure your personal data is accurate and up to date, therefore we ask that if there are changes to your information you should notify us directly.

If you would like to access your personal data, please refer to our standard data access form available and send us the completed form or query to the contact details in Section (5) below. If you would like to correct your personal data, please contact us at the details provided in Section (5) below.

You are to put your request in writing for security reasons and verification purposes. In accordance with the Act we will charge prescribed processing fee for all Personal Data access 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 our reason for the refusal.

You have the right to:

- Check whether we hold your Personal Data and request access to the same;
- Correct any Personal Data that is inaccurate, incomplete and out dated;
- Withdraw in full or in part your consent subject to any contractual conditions and legal restrictions.

#### (5) Limiting the processing of Personal Data, further enquiries and complaints

If:

- (i) you would like to obtain further information on how to limit the processing of your personal data;
- (ii) you have any further query; or
- (iii) you would like to make a complaint in respect of your personal data, you may contact:

**For Personal Data matters:**

**Personal Data Protection Officer**

**AIMST University**

Email : [pdpa@aimst.edu.my](mailto:pdpa@aimst.edu.my)

Tel : 04 429 8000 Fax : 04 429 8009

Updated: 30<sup>th</sup> June 2015