



PERSONAL DATA PROTECTION NOTICE (UNDER SECTION 7 OF THE PERSONAL DATA PROTECTION ACT 2010)

1. Introduction

This is a Privacy Notice and shall govern **UNIVERSITY COLLEGE OF TECHNOLOGY SARAWAK** (hereinafter referred to as “UCTS”, “we”, “our” or “us”, also refers to as **EDUSAR RESOURCES SDN BHD** and its subsidiary and related corporation) in dealing with protection of personal data. We are committed to protect your rights under the Personal Data Protection Act 2010 (“PDPA”).

We reserve the right to modify, update and/or amend this Policy from time to time with reasonable prior notice to you. We will notify you of any amendments via announcements on UCTS website <http://www.ucts.edu.my> or other appropriate means. By continuing to use the services and/or access to the website after being notified of any amendments to this Policy, you will be treated as having agreed to and accepted those amendments.

2. Personal Information

2.1 What personal data do we collect from you?

The personal data we collect include and may not be limited to:

- ✓ Your identification details such as name, age, identification (NRIC) or passport number, date of birth, photograph or CCTV recording.
- ✓ Your contact details such as address (residential, office or billing), email or telephone number, Skype, LinkedIn, Twitter, Facebook and other mode of connection through the social media.
- ✓ Demographic information such as race, religion, nationality, gender and preferences;
- ✓ Medical details.
- ✓ Bank account information.
- ✓ Personal data of other individuals including that of your parents, guardians, guarantors, spouse or dependents.
- ✓ Other personal data which may be required for us to process your transaction with us, when you use our facilities or visit our premises.

We will clearly indicate to you when the personal data requested is mandatory. If you choose not to provide us with any required mandatory personal data or withdraw your consent for us to process the same, we will be entitled to cease provision of the relevant products or services without us incurring any liability to you (notwithstanding any agreement between you and UCTS).

2.2 Sources of personal data

In processing relevant services, UCTS may obtain personal data from various sources such as:

- ✓ Your self
 - From your application forwarded to us. By submitting any application to us, you are hereby obtained consent for the information to be declared in the application.
 - There could be capturing of images or audios e.g. CCTV for safety and/or recording purposes. A notice will be displayed to the effect.
- ✓ Third parties
 - UCTS affiliates in competition or survey or research or programmes.
 - your participation with other entities
 - your guardian, legal representative or guarantor.
 - recruitment agents including without limitation through completed enquiry, course application form via various means including online and physical hardcopies, at education fair, events, conference, talks and seminars
- ✓ Websites
 - your IP address is automatically login into our server. Generally we do not link your IP address to identify each link unless in case of serious breach.
 - you may adjust your browser to disable 'cookies' to prevent storage of certain information in your system.

Personal Data will also be obtained from written or verbal communications or documents delivered to us prior to and during the course of our contractual or pre-contractual dealings with any affiliates, as well as usage of our website and any other information posted on our website, email or otherwise send to us.

2.3 Mandatory Personal Data

For UCTS students and alumni, the provision of your Personal Data is mandatory.

However, apart from UCTS students and alumni, if you do not wish for your Personal Data to be collected, processed, disclosed or used, kindly email to pdpa@ucts.edu.my.

3. Purpose of personal data

- ✓ Process enrolments and enquiries, match courses with students' need, provide appropriate course information for enrolment procedure.
 - ✓ Day to day administrative matters.
 - ✓ Correspond with students and parties involved.
 - ✓ Maintenance of students' record (including personal and academic information) and academic process management (for example, academic audits, examination administrations and awarding degrees).
 - ✓ Provision of advice and academic support via Student Administration, Student Services Department (including Counselling Services), International Office and the various Academic Departments.
 - ✓ Provide ancillary services such as visa application and insurance coverage throughout years of studies in UCTS.
 - ✓ Student tuition fees and relevant payments communication and administration.
 - ✓ Support student health and welfare requirements.
 - ✓ Management of resources or events for libraries, accommodations, computing facilities, graduations, alumni.
 - ✓ Submissions, research and all other information required by regulatory or statistical authorities agencies or bodies including but without limitation to the Ministry of Education, Malaysian Qualifications Agency, Department for Immigration, Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN) and etc.
 - ✓ Internships or third parties attachment assistance (if internships are required for the chosen programme).
 - ✓ Job placements assistance.
 - ✓ Internal UCTS records management.
 - ✓ For research, benchmarking and statistical analysis purposes to develop and evaluate education policies and strategies.
- For UCTS to comply with its obligations under law.

4. Disclosures and transfers of personal information

UCTS, via academic departments, the Student Administration, Student Services and other ancillary departments may disclose your relevant Personal Data to employees and agents of UCTS on a need-to-know basis.

In order to be effective in providing continuous service, certain disclosure needs to be exercised. Your personal data may be transferred and/or disclosed to third party and/or UCTS collaborative partners including but not limited to the respective and appointed outsourcing agents for purpose of fulfilling our obligations to you in respect of the purposes and all such other purposes that are related to the purposes and also in providing integrated services, maintaining and storing records.

In processing your welfare and/or providing our services, it is very important to transmit or share personal information to third parties, including but not limited to:-

- ✓ insurance company for processing insurance claims
- ✓ financial institutions for payment of financial rewards eg scholarship, loan, allowance, salary
- ✓ entities/affiliates for any loan/scholarship award or recognition and education-related activities
- ✓ your authorized third parties
- ✓ your guardian or legal representative or guarantor
- ✓ enforcement regulatory and governmental agencies or by any order of court or to meet obligations to authorities

Your data may be shared when required by laws and when disclosure is necessary to comply with applicable laws.

5. Retention of personal data

Any personal information shall be retained by UCTS in order to serve the above purposes and as required by relevant laws and shall be destroyed and/or deleted in accordance with our retention policy applicable for us in the event such information is no longer required.

6. Our strict privacy policy

UCTS is committed in ensuring the confidentiality, protection, security and accuracy of your personal information made available to us and it has been our ongoing strict policy to ensure that your personal information is accurate, complete, not misleading and updated. UCTS would also ensure that your personal data shall not be used for political and commercial purposes.

UCTS takes a high stand that protection of personal rights is well-established long before the introduction of PDPA. PDPA now serves as an apparent Act to protect and a defined tool to provide transparency and give public awareness in how personal data is dealt.

Subject to relevant applicable laws, sensitive personal data shall only be disclosed upon your express consent from yourself.

7. Access to your personal data

You may access and update your personal data. Any enquiries and complaints you may by writing to us at pdpa@ucts.edu.my. We may require further details or confirmations if necessary.

8. Revision to Privacy Notice

This Privacy Notice may be revised from time to time. Notice of such revision will be given on <http://www.ucts.edu.my> website and/or by such other means of communication deemed suitable by UCTS.

Dual Version

The Privacy Notice shall be in English and Malay. In the event of inconsistency, English version shall prevail.