

# PRIVACY NOTICE



Effective From : 1<sup>st</sup> July 2022

Last Updated : 1<sup>st</sup> July 2022

## Introduction

Technology College Sarawak (TCS) is concerned with personal data protection. This notice clarifies how TCS processes your data from the point we collect, use, disclose, retain, and the security measures that we establish to ensure your personal data is well protected.

The following guidelines set an outline of the data protection practised by TCS to comply with Malaysia's Personal Data Protection Act (PDPA) 2010.

## Collection of Personal Data

Generally, your personal data that we collect and process includes, but not restricted, to:

Name, identification number, passport number, address, phone number, gender, date of birth, **place of birth, employment history, legal matters**, previous qualification-related documents and certificates, personal email address, bank account details, photo and images, marital status, emergency contact person(s) details, family /guardian information.

## Source of Personal Data

We gather your personal data from:

1. data given through your interaction and transaction with us via any medium, forms, methods or ways including, but not limited to, our application form;
2. data acquired from our website: tcs.edu.my; and/or
3. previous qualification-related documents and / or certificates.

## Reason For Personal Data Collection

We collect your personal data to:

1. process student admission applications, employment applications, and students' insurance purposes;
2. register students to partner universities: University Teknologi Malaysia and Universiti Kuala Lumpur;
3. maintain staff/students' personal details, academic and non-academic records;
4. facilitate internship or industrial training placement as well as co-curricular-related activities;
5. provide relevant counselling & administrative support, and financial aids services;
6. manage the use of facilities such as library, hostel, laboratories and so on
7. administer graduation- and alumni-related events;
8. administer tuition fee, loan application and other payment;
9. communicate with students regarding important announcements related to career services, postgraduate studies and alumni;
10. relay information to relevant local or international statutory authorities or examination boards;
11. contact student's next of kin in case of emergency; and
12. comply with any regulatory, government bodies, audit or security-related requirements.

### **Processing of Personal Data**

We only process your personal data within Malaysia. Your personal data will not be transferred to any place outside Malaysia.

### **Disclosure of Personal Data**

We disclose your personal data to:

1. The Ministry of Higher Education, other relevant government bodies / agencies, statutory authorities and industry regulators;
2. Malaysian Immigration Department and its appointed agencies;
3. Foreign embassies and their appointed agencies;
4. The police and other enforcement agencies where and when required;
5. Your sponsors including your parents / guardians;
6. **Third parties that provide financial aids;**
7. Third parties that provide internships or attachment placements;
8. Professional or accreditation bodies;
9. TCS partner universities: Universiti Teknologi Malaysia and Universiti Kuala Lumpur; and
10. Third parties appointed by TCS to provide services such as auditors, lawyers, contractors, printing companies, travel agencies, training organisers, insurance companies and CTOS.

### **Security Measure**

We take these measures to protect your personal data:

1. by ensuring that your personal data is kept as required by Act 709;
2. by ensuring that our staff do not misuse your personal data;

Nevertheless, you must take care of your password and not disclose it to others so that your data will not be revealed.

### **Personal Data Retention Period**

We will retain your personal data for a maximum of seven (7) years or as long as you become our customer. If you are no longer our customer, we will delete your personal data.

### **Your Rights**

You have the right to:

1. correct / update your personal data by completing Personal Information Update form (for student) / Personnel Data Update form (for staff);
2. access your personal data that we process and keep with us; and
3. stop any of our new promotional products sent to you or withdraw consent. Without the said information, TCS will be unable to process your other requests and / or provide you with the relevant services.

### **Contact Us**

You can contact us or submit your inquiry in regards to the processing your personal data via our Data Protection Officer, **Mdm Caroline Teng** through email at [hr1@tcs.edu.my](mailto:hr1@tcs.edu.my) or kindly reach us at **082-444999** to obtain the latest version of the Privacy Notice at any time.