

Privacy Statement

This privacy statement describes how **Pusat Kemahiran J&L (J&L)** handles personal information in its possession or control. **J&L's** privacy statement remains under constant review, and it is therefore your responsibility to monitor this statement for changes which may be implemented from time to time.

At **J&L**, the privacy of students, staff and other stakeholders who **J&L** deal with is taken very seriously. Much of the information which **J&L** collects is related with its normal functions and activities is "personal information", and this information is handled in accordance the Malaysian **Personal Data Protection Act 2010 (PDPA)**.

J&L recognizes and respects the rights regarding personal data and your information ("Personal Data"). **J&L** is committed to protecting and maintaining the importance of your Personal Data. This Privacy Policy describes how **J&L** will handle your personal information in accordance with the PDPA.

J&L Level of Compliance

J&L will comply with the provisions contained in the **Personal Data Protection Act 2010** when handling students' personal information obtained for the purposes of registration into the Pearson LCCI Program or any program conducted by **J&L**.

In addition, staff and students are therefore required to respect each individual's right to privacy.

The Types of Personal Information Collected

The types of personal information which **J&L** manages may include, but is not limited to:

- 1) Name
- 2) Identity Card Number
- 3) Place of Birth
- 4) Current Address
- 5) Race
- 6) Religion
- 7) Educational History
- 8) Work History
- 9) Medical History (Blood type, etc.)

- 10) Photographs
- 11) Recorded Moving Images or Videos
- 12) Signature
- 13) Bank Details
- 14) Date of Birth
- 15) Email Address

Information may be collected about staff, students or other people who **J&L** interacts with during on-site and off-site learning and/or activities. This may include data, photographs or moving images linked to remote networks, online learning or involvement in any activity which is directly or indirectly associated with **J&L**.

J&L may inadvertently capture images of third parties who are not involved with a relevant **J&L** activity and which **J&L** would not otherwise have been authorized to collect, it will as soon as practicable delete or re-assign identity parameters unless **J&L** has a legitimate reason to retain the information.

Purpose of Collection of Personal Information

The personal information which you provide in the course of your registration offline or online will only be used by **J&L** in a manner consistent with the original purposes of collection or as otherwise permitted by the **Personal Data Protection Act 2010**.

The purpose of collecting information is primarily to keep a record of students, staff and other people who **J&L** interacts with, and at the same time ensure they are able to enjoy a range of benefits offered by **J&L**.

Personal Data Submission

J&L may obtain personal data from various sources.

1. Yourself
 - 1.1. By submitting any application such as (a) an online registration form on **J&L's** website; (2) contact form on **J&L's** website; (3) an enquiry via your email address; (4) an enquiry through any messaging service via SMS, WhatsApp or WeChat; or a completed Registration/Enrolment form to **J&L**, you are hereby deemed to have given the authorization for the declaration of information in your application.

- 1.2. Your voice may be recorded in any messaging service that you may use such as WhatsApp or WeChat.
- 1.3. Your image may be recorded through CCTV for safety and / or recording purposes.
2. Third Party
 - 2.1. Your personal data may be collected via surveys or feedback forms.
 - 2.2. Your guardian, legal representative or guarantor may disclose your personal data to **J&L** during the course of a discussion.
 - 2.3. There may be references to your personal data for loan applications or references from an employer or any lawful corporation in the public and private sector.
3. Website
 - 3.1.1. Your IP address will be automatically logged on **J&L's** server.
 - 3.1.2. Generally **J&L's** does not link your IP address to identify each connection except where there are serious violations of use.
 - 3.1.3. You may change your browser to not enable cookies to prevent the storage of specified information in your system.

Consent or Approval for Personal Data Processing

You have to provide express consent to **J&L** so that your Personal Data may be processed in accordance with the terms and conditions of this Policy and the relevant **J&L** policies.

Recall of Consent

You may withdraw your consent at any time by writing to **J&L**. If necessary, **J&L** may require further information or confirmation.

If you disagree or subsequently withdraw your consent to the processing and delivery of your personal data, **J&L** will not be able to fulfill its obligations or contact you or assist you with respect to the objectives and purposes outlined herein.

Use and Disclosure of Personal Information to Other Parties

Personal information in the form of recorded moving images derived from classroom activities/interactions will be used to advance the objectives of **J&L's** learning programs.

In general terms, information collected from students, staff and other people who **J&L** interacts with will be used primarily to liaise with those individuals pertaining to any issue relevant to their association with **J&L**.

This may include but is not limited to communications involving general enquiries, feedback, surveys, the availability of courses, newsletters and corresponding/targeted marketing or promotional activities. Surveys and other data collection exercises may be conducted in connection with a government initiative or directive.

Communications of this nature may be initiated by any lawful government authority or by a third party engaged to act by or on behalf of **J&L**. This in turn may require **J&L** to provide personal information, such as contact details, to the said lawful government authority which in turn might engage contractors to analyse the data or to solicit further information from the individual.

Information may be disclosed to stakeholders expressly permitted by the Personal Data Protection Act 2010. This may include, for example, disclosure to any lawful government authority where required or authorised by law.

Personal information may also be disclosed to third parties in some instances where this is necessary for **J&L** to carry out its normal functions and activities. Accordingly, for example, personal information may be incidentally stored in databases managed by servers where the elearning portal is hosted or other external service providers engaged by **J&L**.

J&L may also disclose the personal information of its students to external professional bodies for the purposes which include but not limited to examination registration, correction of personal information, application of replacement certificates, and the application of the SPM Double Certification Project.

In the case of personal information in the form of moving images collected as part of/in the course of **J&L's** learning and marketing programs, such information may be shared with students, staff, other people **J&L** interact with and any visitor to the websites maintained by **J&L**.

Employee records remain confidential. **J&L** will not use personal information contained in employee records for purposes not connected with the employment relationship

Correction of Personal Information

All staff, students and other people **J&L** interacts with have the right to access their personal information held by **J&L** and also to seek rectification of such information so that it is current and up to date.

Use of Cookies

J&L uses digital cookies to remember your preferences and collect online traffic data and browsing characteristics, which is analysed using Google Analytics and other comparable analytics tools.

Two cookies are used on the Elearning Portal. The essential one is the session cookie, usually called MoodleSession. You must allow this cookie into your browser to provide continuity and maintain your login from page to page. When you log out or close the browser this cookie is destroyed (in your browser and on the server).

The other cookie is purely for convenience, usually called something like MOODLEID. It just remembers your username within the browser. This means when you return to this site the username field on the login page will be already filled out for you. It is safe to refuse this cookie - you will just have to retype your username every time you log in.

Data Breach Reporting

J&L will comply in circumstances where it is required to do so under the Personal Data Protection Act 2010. All other data breaches will be assessed for voluntary reporting.

Retention of Personal Data

Any personal information kept by **J&L** for the objectives and purposes herein as required by law will be destroyed in accordance with **J&L's** policy when such information is no longer required.

Website - External Links

Our website has links to other connected or related sites operated / managed by **J&L**. This privacy policy applies only to all the said connected or related sites.

If you subscribe to an application, content or product to any website on your Link Page which is not under the purview or control of **J&L** and you subsequently provide your Personal Data directly to a third party, your Personal Data is subject to that third party privacy / privacy protection policies / policies if they have the policy / policy) and **J&L** will not accept any responsibility or liability arising from those sites.

J&L recommends that you read and understand the Privacy Policy / Personal Data disclosure policies posted on other websites not within the ambit and control of **J&L** with a view to understanding their procedures for collecting, processing, using and disclosing personal data and prior to submitting your Personal Data therein.

Complaints

Staff, students and other people **J&L** interacts with may make a complaint about a breach of privacy.

Enquiries

If you have any queries about privacy at **J&L** please contact:

Principal, Pusat Kemahiran J&L

Tel: +603-89487221

Email: yihalee@gmail.com

Last Updated: 12 November 2017

Access to Personal Data

You can access and update your personal data by writing or forwarding an email to **J&L** at:

Principal, Pusat Kemahiran J&L

Tel: +603-89487221

Email: yihalee@gmail.com