

## **Privacy Statement pursuant to the Personal Data Protection Act 2010**

This Privacy Statement sets out how Chong Hwa Independent High School management and operators/tenants (collectively referred to as "Chong Hwa Independent High School ", "us" or "we") collect, store and handle personal information (as defined below) of individuals in accordance with the Personal Data Protection Act 2010 ("PDPA") and other applicable laws of Malaysia.

Please read this Privacy Statement to understand how we use the personal information we may collect from you. By providing your Personal Information to us, you are consenting to our collection, use, access, transfer, storage and processing of your personal information as described in this Privacy Statement.

### **Our promise**

To ensure that you can make informed decisions and feel confident about providing your Personal Information to use when using the online application and/or mobile application, we provide you with this Privacy Statement explaining our practices and choices you have concerning how your Personal Information is being collected and used by us.

### **Personal Information**

"Personal Information" refers to any information which relates directly or indirectly to you. For the purposes of this Privacy Statement, personal information encompasses (but is not limited to) contact information such as your name, company name, date of birth, identification supporting documents (including NRIC or passport number), gender, nationality and race, preferred language, telephone number or mobile number, email address, etc.

For the avoidance of doubt, please note that this Privacy Statement is applicable only if you are a natural person / an individual.

### **Collection of Personal Information**

We may collect personal information directly from you when you :-

register or subscribe for a specified service and/or product or our publications (for example, newsletters, mobile applications, online applications, etc.)

enter into or participate in any competitions, contests or loyalty programmes run/ organised by us

## **Purpose of collecting Personal Information**

We may collect and use personal information from you identified in this Privacy Statement, for any one or more of (amongst others) the following purposes:-

to verify your identity and (if possible) to prevent fraud

to assess and process your application(s) or request(s) for our products and/or services

to provide you with products and/or services we provide you (including online applications, collection of token, the offer, the directory, redemption of gifts, games and etc.)

to administer your participation in contests

to keep in contact with you and provide you with any information you have requested

to engage in business transactions in respect of products and/or services to be offered and provided to you

to process any communications you send to us

to help us monitor and improve the performance of our products and/or services

to confirm, update and enhance your records

to notify you about benefits and changes to the features of our products and/or services

to determine how we can improve services to you

to conduct market research and/or statistical analysis

to maintain records required for security, claims or other legal purposes

to comply with legal and regulatory requirements

for any other purpose that is required or permitted by any law, regulations, guidelines and/or relevant regulatory authorities

### **Disclosure of your Personal Information**

All the personal Information will be kept confidential but we may be required or need to disclose information about you to the following parties:

law enforcement agencies

government agencies

companies and/or organisations that act as our agents, contractors, services providers and/or professional advisers

our business associates and other parties for purposes that are related to the purpose of collecting and using your personal information

other parties in respect of whom you have given your express or implied consent

subject at all times to any law (including regulations, guidelines and/or obligations) applicable to the Chong Hwa Independent High School.

For as long as you remain as a user of the online application and/or mobile application, your information will remain with us and we will take all practicable steps to ensure the security of the personal information from any unauthorised access.

All parties mentioned above are required to protect the confidentiality of the personal information they collect.

### **Non-provision of Personal Information**

You may withdraw or limit your consent to our collection, use, access, transfer, storage and processing of your personal information as described in this Privacy Statement by way of notice in writing to us at our correspondence address stated below.

However, please note that failure to disclose sufficient personal data may result in us being unable to provide you with the full range of products and/or services.

### **Rights to access and correct your Personal Information**

You have the right to access and correct your personal information held by us where you are of the opinion that such personal information held by us is inaccurate, incomplete, misleading or where relevant, not up-to-date. You may at any time update or amend the information provided to us simply by accessing "Update Profile" on our online applications, mobile application and etc.

For every personal profile edit or update, you will be receiving an email or other form of notification to confirm the editing or update of your information.

### **Updates to our Privacy Statement**

We reserve the right to amend this Privacy Statement from time to time and any updated version shall apply and supersede any and all previous versions.

### **Contact details**

Should you have any queries, concerns or complaints in relation to this Privacy Statement, please do not hesitate to contact us during of office hours (between 9:00am to 3:00pm), Monday to Saturday at the following contact points:

Telephone: 603-62587935

Fax No : 603-62570758

Email : [enquires@chonghwakl.edu.my](mailto:enquires@chonghwakl.edu.my)

Address: Chong Hwa Independent High School

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Batu 3 1/2, Off Jalan Ipoh,

51100 Kuala Lumpur.