

Terms Of Use and Privacy Notice

Terms of Use

Concord College International School ("School") reserves the right to amend the Terms of Use at any given time. Please review the terms periodically.

Please note that the terms set forth are for this website only. For links to other websites, please refer to the terms & conditions and/or privacy policies at the respective websites.

Whilst the School takes great care to ensure the accuracy of the content on our website, the School assumes no legal liability for and does not warrant that the information contained on this website is accurate or complete, or that the information will be free from errors or that the website's availability will be uninterrupted and the School hereby expressly disclaims and excludes all express and implied warranties terms or conditions not stated herein, so far as such exclusion or disclaimer is permitted under the applicable law. The School excludes all liability to any person for any loss or damage caused by any errors or omissions, whether such errors or omissions result from negligence, accident or any other cause but this disclaimer is without prejudice to any claims for fraudulent misrepresentation, personal injuries or death.

Privacy Notice

1. Introduction

Concord College International School ("School") collects and processes personal data of staff, students and families. This Privacy Notice sets out how the School handles any personal data that you give us in accordance with the Malaysian Personal Data Protection Act 2010 ("PDPA"), its regulations and other relevant laws and requirements in Malaysia. The School will take reasonable steps to secure your information and to avoid unauthorized or accidental access, collection, use, disclosure, copying, modification, disposal, erasure or other use.

2. Collection of Personal Data

The School collects and holds personal data to be processed by the School in the course of normal operations of running the School in order to achieve the Purpose set out in this Privacy Notice.

3. Description of Personal Data

The School processes personal data about:

- its prospective, current and past students and their parents or guardian
- its staff including full time staff, contract staff, job applicants and volunteers
- its suppliers, contractors and service providers

The type of personal data the School processes include (but not limited to):

- title and name
- addresses, telephone numbers, email addresses and other contact details
- NRIC number, passport number and visa
- credit card information
- race, religion, nationality and citizenship

- medical information
- attendance information, academic or employment records
- security photographs and access information or access logs, including CCTV footage
- any other information you post, email or otherwise send to us
- how you use the website and where available, your IP address, operating system and browser type

Special category personal data ¹ will only be processed in accordance with applicable law and, where necessary, with the data subject's explicit consent for one or more specified purposes.

1 'special category personal data' can be defined as personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

4. Purpose of Collection of Personal Data

The School processes relevant personal data as part of its day to day operations in order to provide you with the relevant services.

- To support the selection and admission of students and the education of the students
- To monitor and report on the progress of the students
- To provide appropriate personal, medical and social care to the students
- To assess the performance of the School as a whole, together with any other uses normally associated with this provision in an international school environment
- To allow for operations of the School, including general administration, procurement of goods and services, catering, management of property and assets, building maintenance, campus security and health and safety.
- To select, employ and for the ongoing management of staff, including temporary staff and volunteers
- To fulfil and comply with any legal, regulatory, audit or security related requirements, including under data protection legislation
- To engage with alumni for networking and marketing
- To engage in commercial activities, including marketing, insurance and managing events
- To facilitate the planning, promoting and executing of academics, pastoral and extra-curricular activities, including activities provided by third parties.

The School undertakes that it shall only keep the data collected as long as is necessary to for the purposes outlined above.

5. Sources of Personal Data

The School obtains your personal data from you directly from the following sources, including but not limited to:

- in person or over the phone
- Student Online Applications (the admissions process prior to acceptance)
- Alumni Website Sign-up
- other forms of electronic communication such as email, enquiry, application and/or registration forms

- CCTV cameras located in the School's compound

6. Disclosure of Personal Data

All personal data ² collected will be kept confidential and for the use of the School, and its affiliates for lawful and relevant purposes.

As part of the services provided, the School may disclose your personal data to third parties, some of which are located outside Malaysia, such as agencies (including governmental bodies), service providers and contractors appointed by us to undertake some of our academic, pastoral, extra-curricular and administrative functions.

In particular, the School may:

- Make available information to any internal organization or society set up for the purpose of maintaining contact with students or for administration, fundraising, marketing or promotional purposes relating to the school, e.g. Alumni. The School will remain as the data controller and this policy will govern data usage.
- Make use of photographs, videos or sound recordings of students in school publications, the school website and other official school communication channels. Photographs, videos or sound recordings of students will not be used in publicity campaigns placed with external media outlets without the express permission of the relevant family, other than for the purposes stipulated in this Form of the School's Data Protection Notice, whichever is the latest.
- Make personal data, including sensitive personal data, available to staff for planning activities and trips, both in and outside of Malaysia.
- Retain and use personal data after a student has graduated to provide references, educational history and alumni services consistent with an international school environment.

2 'personal data' means any information relating to an identified or identifiable natural person; an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person; access, in particular when the processing of data involves the transmission or storage on or within a network.

7. Security of Personal Data

The School undertakes to:

- (a) implement appropriate security measures to protect personal data against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or
- (b) notify you about any accidental or unauthorized access of your data that may lead to damage or harm.

8. Use of Cookies

Our website uses cookies. Cookies, including optional cookies from third party service providers, may not contain any information that personally identifies a user, but personal data that the School stores about you may be linked to the information stored in and obtained from the cookies.

Cookies are used on this website to improve the information and experience provided to you. You may configure your browser to notify you of the reception of cookies and to prevent their installation on your computer. Blocking all cookies will have a negative impact upon the usability of many websites, and you may not be able to use all the features on our

website.

Cookies may be used for the advertising, analysis, device, login time, feedback, session, security, behaviour, etc.

[For more information on cookies, please refer to <http://www.allaboutcookies.org/>]

9. Transfer of Personal Data

Personal data may be stored in our database systems which may be located within or outside the jurisdiction in which the data was collected.

The School will take reasonable steps to ensure your personal data is treated securely and in accordance with this Privacy Notice.

10. Your Obligations

It is necessary for the School to collect and retain your personal data to complete the enrolment process and to facilitate any dealings with you. Therefore, it is also obligatory for you to supply personal data to the School in the most accurate manner. If you do not provide us with complete and accurate personal data the School will not be able to achieve the purpose and this will affect your dealings with the School.

11. Your Right of Access, Right to Correction and Withdrawal of Consent

You have the right to request for access to and to correct your personal data held and processed by the School. If any of your personal data is inaccurate, incomplete or not up-to-date, you have the right to request for correction and/or update of your personal data.

You are also entitled to limit the School's processing of your personal data by withdrawing your consent given previously.

You can access the majority of your personal data held by the School via the School's online Information Management System.

If you wish to:

- (i) request for access to other personal data;
- (ii) to correct or update any of your personal data; or
- (iii) withdraw your consent to the School's processing of your personal data,

Please contact the enquiries@concordcollege.edu.my with the details of the data that you would like to access to and your reasons.

12. Changes to Privacy Notice

This Privacy Policy may be amended from time to time. We advise that you visit our website on a regular basis to view this Privacy Notice.

13. Consent

By submitting your personal data on our website, you give consent to the processing³ of your personal data as stipulated in the Terms of Use and Privacy Notice of the website.

For children below the age of 16 years, please note that the consent of the parent or legal guardian is required for the processing of personal data. You shall have the right to withdraw

your consent at any time.

3 'processing' means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction

14. Inquiries and Complaints

In the event of any queries or feedback in relation to data protection, please contact enquiries@concordcollege.edu.my