

PERSONAL DATA PROTECTION NOTICE

Privacy policy and PDPA 2010

Asian Tourism International College Sdn Bhd (“College”) respects and committed to comply with the Malaysian Personal Data Protection Act (PDPA) 2010 in protecting your personal information and your privacy. This Personal data Protection Notice (“Notice”), prepared in accordance with the Personal Data Protection Act 2010 (the “Act”), sets out our personal data protection practices that are put in place to protect the personal data of individuals who we deal with.

This Privacy Policy informs you about the College’s policy and practices about data privacy matters, before you provide your personal data to the College. The Act also requires us to procure your consent to the processing of your personal data. We are therefore committed to hinder personal data of individuals being used improperly, and ensure compliance with legal and regulatory requirements for privacy and data protection. Please note that Asian Tourism International College Sdn Bhd may amend this Personal Data Protection Notice at any time without prior notice and will notify you of any such amendment via our website or by email.

In the event of any conflict between this English and Bahasa Malaysia versions of the Notice, the terms in this English language Notice shall prevail.

We shall process the personal data for the following purposes (which may include purposes directly related to the said purposes) (the “Purposes”):-

- To process an application for admission;
- To manage and respond to enquiries;
- To provide or improve services and information on products;
- For statistical analysis and market survey;
- To send you promotional special offers of our products and services;
- For finance and marketing activities;
- To administer your registration, graduation, alumni, tuition fee and other payments;
- To maintain students’ personal details, academic and non-academic records;
- To provide the relevant administrative support and counselling;
- Internal record keeping and internal activities and other related internal processes and activities;
- To facilitate practical placement or work experience as well as co-curricular activities and College events;
- For all and any other subsidiary purposes relating to our provision of service e.g., other forms of telecommunications and technology services;
- To manage the use of facilities such as the library and so on;
- To gather information for relevant local or international statutory authorities or exam boards;
- To contact student’s parent/guardian in the case of emergency;
- To comply with any regulatory, audit or security related requirements
- For our corporate governance;
- To assess your job application and teaching permit;
- Any other purposes related to the ongoing functioning and process of the College.

Source of Personal Information

Your personal data and other information will be collected from on-line application, registration or feedback form during your visit to Asian Tourism International College Sdn Bhd website, in your application to register for the program at our Asian Tourism International College Sdn Bhd's premises, road shows and/or submitted to us by any third party. Processing in relation to personal data means gathering information, recording, holding or storing the personal data or carrying out any operation on the personal data.

Obligatory personal information

All information requested for in the relevant forms is obligatory to be provided by you unless stated otherwise. Should you fail to provide the obligatory information, we may be unable to process your request and / or provide you with relevant services.

By supplying us with your personal data you are deemed to have consented to our collection, safe keeping on and/or processing of your personal data for the Purposes and that you declare that you have read, understood and accepted the statements and terms herein. You may at any time withdraw your consent to us or restrict our processing of your personal data by notifying us.

You have to make sure that all personal information submitted and retained by us are precise, not misleading, updated and complete in all aspects. For the avoidance of doubt, we and/or its employees or authorised officers or agents will not be responsible for any personal information submitted by you that is inaccurate, misleading, incomplete and not updated. Please procure the consent of third parties whose personal data is made available by you to us and you hereby agree and undertake to secure such consent.

Your personal data may be transferred and/or disclosed to our related corporation, employees, representatives, the learning institutions and relevant authorities in connection and strictly for our "Purposes" and all such other purposes that are related to the "Purposes" and also in supplying services, maintaining and retaining records.

We shall retain personal data for as long as necessary for its legitimate business purposes, and as otherwise allowed by applicable law. Any personal information retained by us shall be destroyed and/or deleted in the event such information is no longer required for the said Purposes.

Types of data that may be collected

Types of data collected may include (but not limited to):

- Name, Identification number (NRIC), Passport number, title, education background and other related information;
- Contact information such as mobile and phone numbers, house address, email address and other contact details;
- Demographic information such as race, religion, gender, preferences and interests;
- Billing-related information;
- CCTV or camera visual recordings when you visit our office premises or participate in any of our events;
- Any other information relevant to surveys and/or those related to our products and services inquiries

Disclosure and transfers of personal information

Asian Tourism International College Sdn Bhd will preserve your personal data confidential and ensure that access to your personal information is limited to staff who are contractually required to process your personal information in accordance with their respective job requirements. Unless you have given the written consent to such disclosure or it is within the scope of allowed disclosures under prevailing laws/guidelines.

The College may disclose your information to the categories of third parties as listed below (not restricted to):

- The Ministry of Education, other relevant government departments/agencies, statutory authorities and industry regulators;
- Professional or accreditation bodies and Examination boards;
- Foreign government departments and their appointed agencies;
- Malaysian Immigration Department and its appointed agencies;
- Third parties that provide internships or attachment placements;
- The student's sponsors including his/her parents/guardians;
- Third parties appointed by Asian Tourism International College Sdn Bhd to provide services to the College such as lawyers, auditors, contractors, insurance companies, training organizer, and printing companies;
- Other institutions or companies within Asian Tourism International College Sdn Bhd.

Websites

Links to other sites

Links to other sites are supplied for your convenience and information. Please note that Asian Tourism International College Sdn Bhd do not have any control over Third Party website. Therefore, Asian Tourism International College Sdn Bhd cannot be responsible for the protection and privacy of any information which the User provide whilst visiting such sites and such sites are not governed by this privacy statement.

Cookies

A collection of information may be used in the processing of your information. A cookie is a text file placed into the memory of your computer and / or device by our computers. A copy of this text file is sent by your computer and / or device whenever it communicates with our server. We use cookies to identify you. We may also collect the following information during your visit to our website

You have to ensure that all personal information presented and retained by us are accurate, not misleading, updated and complete in all aspects. For the avoidance of doubt, we and/or its employees or authorised officers or agents will not be responsible for any personal information submitted by you that is inaccurate, misleading, incomplete and not updated. Please obtain the consent of third parties whose personal data is made available by you to us and you hereby agree and undertake to secure such consent.

Right to access and amend personal information

You may, to the extent permitted under the Act, request for access and/or any reasoned correction at our absolute discretion, and on terms and conditions which we may prescribe from time to time.

If you wish to request access to, or to correct data held by the College, or withdraw your consent to the data processing/use of your personal data by us, please notify us directly by forward your request or write to the Administration department at:

Address : Asian Tourism International College Sdn Bhd
Lot 26, Lorong Dewan, 88000 Kota Kinabalu, Sabah
Telephone : (6088) 242633, 245221
Fax : (6088) 256215, 216916
E-Mail : atic_adm@live.com.my