



DATA PROTECTION AND USE OF IMAGES POLICY

Data Protection

The personal data and sensitive personal data (both as defined under the Personal Data Protection Act 2010 ("PDPA")), of pupils and parents, including but not limited to names, dates of birth, addresses, contact details, personal status (including a person's gender identity), nationality, religion, ethnicity, next of kin, medical data (including information about the person's physical or mental health or condition), financial data, and CCTV, photos and video recordings etc., collected by the College can be used and disclosed and/or processed, internally amongst the teachers and/or staff of the College (for example, by teachers who use this information regularly in the course of their duties and/or to teachers and/or staff who need to have it close at hand, for example in case of any injury to the pupil) and externally, where required by law and/or in exchanging of information between academic institutions.

Furthermore, we may be required to submit some or all of these personal data or we may submit the same in the interests of or for the benefit of the child's academic pursuits/choices/options or in compliance with conditions attached to such submissions to relevant agencies or organisations or bodies within and outside of Malaysia. Examples of this include but are not limited to local Ministry of Education and its requirements or other Malaysian legal requirements, examination boards for IGCSEs and A Levels, for the marking of examination papers, for university applications, to government bodies for statistical records, to legal authorities and/or enforcement agencies with regard to possible disciplinary or civil or criminal matters, pursuant to a court order and medical records in the event of an emergency, accident or other health related incident.

It must also be noted that this data whilst stored in the hard drives and/or servers and/or other storage devices or data bases internally, may also be automatically duplicated and stored at offshore data storage sites (for example in iCloud) as a consequence of the operating system that is used internally or as part of the College's disaster recovery or risk strategy.

Parents and students hereby agree to the collection and use and the disclosure and/or processing of this data and waive prior notice every time the same is used/disclosed/processed from the time parents apply to enrol their child at the College, in all of the scenarios set out above and in such other situations generally, subject to where the same is done, in the College's absolute and sole opinion, in the vital interests of and/or for the benefit of the child/student or where it is done reasonably, for the promotion of the College. The College will also rely on the College's '*Privacy Notice for Parents and Child(ren) – How We Use your Data*' in exercising its rights in respect of personal data and sensitive personal data of pupils and parents.

Parents and students also agree to forthwith update data that has been provided where there is any changes, and also to report incorrect data forthwith upon discovery of the same. The College shall not be responsible nor liable for any loss and/or damage caused as a result of such not updated and/or incorrect data and the data subject (parent and/or student, as the case may be) shall indemnify the College for any loss and/or damage it may suffer resulting therefrom.

I hereby agree to the College's storage and use of my personal data, and that of my child(ren), subject to the parameters/terms outlined above.

Parent/Guardian signature of consent

Date of signing

Use of Images

Further, when marketing the College, we use photographs or images (including video recording) of the Pupil and refer to Pupils' names in, for example, newspaper/magazine/webzine articles and promotional material. Other publicity material used to market the College can involve images on the website, in newsletters, event brochures and so on.

When publicising any material that involves pupils and/or their families, we will endeavour that no specific address is disclosed.

We will also review images so that pupils are displayed in appropriate dress to reduce the risk of potentially inappropriate use of pupil images by outsiders.

I hereby give unequivocal and explicit consent to the College for the use of my child's photographic images (including video recordings) subject to the parameters/terms set out above:-

Pupil Name

Parent/guardian signature of consent

Parent/guardian name (block capitals)

Date of signing