

PDPA

1) Understanding Personal Data Protection at Prince of Wales Island International School(POWIS)

Prince Of Wales Island International School is dedicated to safeguarding your personal information in accordance with the Malaysian Personal Data Protection Act (PDPA) 2010. We will keep your personal information confidential unless you have given us written consent to disclose it, or it falls within the scope of permitted disclosures under current laws/guidelines or by court order. At POWIS, we prioritise the privacy and protection of personal data in accordance with the Personal Data Protection Act (PDPA). The PDPA is a comprehensive data protection law that governs the collection, use, and disclosure of personal data by organisations.

2) What is Personal Data?

Personal data refers to any data that can be used to identify an individual. This includes but is not limited to names, identification numbers, contact information, residential addresses, photographs, and any other information that relates directly or indirectly to a specific individual.

3) What Data do we collect?

The School needs to collect and process your child's and your personal data for various academic, educational and administrative purposes. Generally, the personal data that we collect and process includes but is not restricted to:

- Name
- Identification number (NRIC)
- Passport number
- Address
- Contact numbers
- Personal email address
- Photo and images
- Nationality
- Student's gender
- Date of birth
- Previous qualifications
- Parents'/guardians' marital status
- Emergency contact person(s) details
- Billing-related information
- Employment/occupation

Providing your personal data is essential for initiating any proceedings with the School, and if you decline to furnish the information, the School will be unable to proceed with your request.

4) How We Collect Personal Data

We collect personal data for legitimate purposes related to our educational and administrative functions, including but not limited to:

- Admission and enrolment administration.
- Academic assessment and reporting.
- Communication with students, parents/guardians, and staff.
- Ensuring the safety and well-being of students.
- Facilitating school activities, events, and programmes.
- Compliance with legal and regulatory requirements.
- Interactions on our website, social media platforms, and other digital channels.
- Protection of Personal Data

We have implemented appropriate technical and organisational measures to safeguard personal data against unauthorised access, disclosure, alteration, or destruction. Access to personal data is restricted to authorised personnel who require access for legitimate purposes.

5) Usage of Personal Data and Child's Photograph/Video

In compliance with the Personal Data Protection Act (PDPA), we are required to inform you about the collection, use, and disclosure of personal data. As part of our school's activities, we may take photographs or videos of students participating in various school events, such as sports days, performances, and educational activities.

The personal data that may be collected, used, or disclosed include:

- Name of the student.
- Photographs or videos capturing the student's image.
- The event or activity in which the student is participating.
- Date and location of the event or activity.

These photographs or videos may be used for the following purposes:

- Inclusion in school publications such as yearbooks, newsletters, and the school website.
- Display in school premises, including notice boards and digital displays.
- Sharing with parents/guardians through school communication channels.
- Promotion of the school through social media platforms or promotional materials.

By signing the consent form, you are giving permission for the school to collect, use, and disclose your child's personal data as described above. Please note that if you do not provide consent, your child may still participate in school activities, but their images may not be included in publications or shared with parents/guardians. You have the right to withdraw your consent at

any time by notifying the school.. However, please be aware that withdrawal of consent may not apply retrospectively to images already published or shared.

6) Disclosure of Personal Data

We may disclose personal data to third parties in accordance with the PDPA and for purposes outlined in our PDPA Notice. This includes government authorities, regulatory bodies, service providers, and educational partners.

7) Protection of Personal Data

We have implemented appropriate security measures to protect personal data against unauthorised access, disclosure, alteration, or destruction. Access to personal data is restricted to authorised personnel who have a legitimate need to access such information for the purposes stated in this notice. Our standard protocols include:

- **Application security:** traffic encryption, strongly hashed passwords, safeguards against vulnerabilities such as cross site scripting, SQL injections, phishing, and others.
- **Network security:** firewalls and systems to detect suspicious behaviour, stop malicious attempts to gain access, or compromise the resilience of the service
- **Organisational security:** access policies, audit logs and confidentiality agreements.
- **Physical security:** preventing unauthorised access to infrastructure processing personal data.
- **Procedural security:** IT management processes to minimise the risk of human errors or testing regimes to identify software weaknesses before releasing new features to our cloud services, or policies to ensure data is only processed on instruction from our customers.

8) Access and Correction of Personal Data

You may request access to and correction of your personal data held by us by contacting us at 04-893 9999. We will respond to such requests within a reasonable timeframe and may require verification of your identity before processing any request for access or correction.

9) Consent

By providing personal data to us, you consent to the collection, use, and disclosure of your personal data for the purposes outlined in this notice. If you are providing personal data on behalf of another individual, you represent that you have obtained consent from that individual to provide their personal data to us.

10) Changes to the PDPA Notice:

POWIIS reserves the right to amend this PDPA notice from time to time to ensure compliance with legal and regulatory requirements. Updated versions will be made available on the school's website or through other appropriate channels.

By continuing to engage with POWIIS, individuals acknowledge that they have read and understood this PDPA notice and consent to the collection, use, and disclosure of their personal data as described herein.

11) Your Rights under the PDPA

Under the PDPA, individuals have the right to:

- Access their personal data held by the school.
- Request correction of inaccurate or outdated personal data.
- Withdraw consent for the collection, use, or disclosure of personal data, subject to legal or contractual restrictions.
- Lodge a complaint with the school or the Personal Data Protection Commission (PDPC) if they believe their personal data rights have been infringed.
- Contact Information

If you have any questions, concerns, or requests regarding the handling of personal data at POWIIS, please contact us at 04-893 9999.

We are committed to upholding the highest standards of data protection and privacy at POWIIS. Thank you for your trust and cooperation in ensuring the security and confidentiality of personal data.