



PERSONAL DATA PROTECTION NOTICE

1. Introduction

In line with the Personal Data Protection Act 2010 which came into effect on 15 December 2013 (hereinafter referred to as "the Act") that regulates the processing of personal data in commercial transactions, it applies to Universiti Teknologi Malaysia (hereinafter referred to as "UTM"). UTM respects and is committed to the protection of your personal information and your privacy. This Personal Data Protection Notice explains how we collect and handle your personal information in accordance with the Malaysian Personal Data Protection Act 2010.

2. Collection of Personal Data

UTM shall collect personal data within the purpose, scope, and lawful and fair methods as is necessary which is defined in the scope of the UTM's objectives. Accordingly, UTM will inform you to gain acknowledgment and consent through electronic or other methods as specified by the UTM.

3. Description of Personal Data

UTM may be required to collect personal data from you during your dealings with UTM or for the purpose of UTM's business activities. Such personal data may include (but not limited to) name as per identity card, preferred name, identity card/passport number, age, image (including photographs, the information in audio and/or video format including voice, video recording, closed-circuit television ("CCTV") and security recording and any information relating to you), contact information (such as mobile phone number, house address, e-mail address, emergency contact details, parents and/or guardian details, Skype, LinkedIn, Twitter, Facebook and another mode of connection through the social media), birth date, gender, race, nationality, occupation, designation, bank account details, credit card details, information of spouse/children/close family members such as name and birth date, information of your company or business such as name, registration number and address, directorship in companies, shareholding in companies, ownership in businesses, personal interest, solvency and financial status, information as to physical or mental health, political opinions, religious beliefs or other beliefs of a similar nature, the commission or alleged commission of an offence and such other data necessary for the purposes which the personal data is collected.

4. Sources of Personal Data

- a) **Student or potential student:** UTM collects your personal information directly from you or indirectly from your parents, guardians and / or recruitment agents when you, your parents, guardians and / or recruitment agents send us completed enquiry, application and / or registration forms via various means, including online and physical hardcopies at public

venues, seminars held at schools and / or when you, your parents / guardians and / or your recruitment agents visit our campus. Your personal information may also be collected from cookies using our website.

- b) **Parent / guardian of our student or potential student:** UTM collects your personal information directly from you or indirectly from your child / ward, recruitment agents when you send us completed enquiry, application and / or registration forms via various means, including online and physical hardcopies at public venues, seminars held at schools and / or when you, your child / ward and / or your recruitment agents visit our campus. Your personal information may also be collected from cookies using our website.
- c) **Employee or Potential Employee:** UTM collects your personal information directly or indirectly from you or your references when you apply for employment and/or during your course of tenure with UTM. Your personal information may also be collected via cookies by using the UTM website.
- d) **Client / customer /collaborator or potential client / customer /collaborator for our products, services, events, conferences, seminars and / or other marketing activities organised by us:** UTM collects your personal information directly from you when you express an interest to be contacted for such events and marketing activities (including business card collections via fishbowl method or during previous events organised by us). Your information may also be collected indirectly (for example, via trade / online directories) or from cookies using our website.
- e) **Vendor, supplier, or service provider:** UTM collects your personal information directly from you or indirectly from your employer or credit reference agencies when tendering for projects or as part of the commercial transactions. Your personal information may also be collected from cookies using our website.

5. Disclosure of Personal Data

Your personal information is collected and further processed by UTM as required or permitted by law and for various academic, research, educational, administrative, and commercial purposes, including the following:

- a) assessing your application or continued provisioning of the products and services provided by the UTM;
- b) administering and managing your relationship as our student, including candidature matters, exchange programmes, scholarships, awards, fees, your achievements, your degree or certification, placements, secondments or internships with external organisations, programmes or courses run by other organisations;
- c) processing application(s) for visa, scholarship and/or financial aid, and research support, and administering and managing scholarship/ financial aid/grant and other support programmes, which may include use of personal data for development and fund-raising activities and disclosure of personal data to donors, grantors, external evaluators and/or external organisations for purposes of periodic reports, event invitations, surveys and/or publicity of the University's related programmes;

- d) dealing with student activities such as festival celebrations, graduation ceremonies, orientation and student group camps, conferences, programmes, student benefit activities which may be provided by the University to enrich your life as a student with us, create networking opportunities for you, foster community spirit within the community, encourage holistic development of students both inside and outside the classroom and to assist you in planning and preparing for your life after graduation;
- e) processing and administering applications for overseas exchange programmes, overseas internships and other overseas activities and administering such programmes including disclosure of information to overseas universities, employing and training organisations;
- f) evaluating your application to be an employee with us;
- g) General human resource operation and to comply with human resource requirements;
- h) carrying out your instructions or responding to any of your enquiry(ies);
- i) customizing advertisements and content on the University's and our websites;
- j) research purposes including historical and statistical purposes;
- k) general operation, maintenance and audit of products and services provided including its related website(s);
- l) contacting you or communicating with you via various modes of communication such as voice call, text message or fax message, email or postal mail for the purposes of administering and managing your relationship with us;
- m) dealing with, administering and or managing your use of the University's facilities including your accommodation needs, provision of IT services, general operation and maintenance of the services provided herein including its related website(s);
- n) for verification purpose and to provide you with regular communications from the UTM relating to the services provided;
- o) investigation of possible fraud, misconduct, unlawful action or omission, complaints, suspected suspicious transactions and research for service improvement
- p) responding to any request or direction of any governmental authority; or responding to requests for information from hospitals, embassies, public agencies, ministries, statutory boards or other similar authorities;
- q) taking of photographs and/or videos (whether by the UTM's employees or third-party photographers and/or videographers) during events or seminars organised by the UTM's for publicity purposes; and
- r) any other purposes which the UTM may inform you from time to time.

6. Security of Personal Data

UTM takes prudent steps to safeguard the confidentiality and security of all personal information, including measures to protect the personal information from accidental or unlawful loss, alteration, abuse, misuse, or disclosure. Despite UTM's best efforts, however, security cannot be absolutely guaranteed against all threats. To the best of UTM's ability, access to personal information is limited to authorised personnel only, and the authorised personnel are required to maintain the confidentiality of such information.

7. Use of Cookies

The cookies used by the website are solely associated to anonymous users and their computers and do not provide personal data on users. Some cookies are used by third parties to provide UTM with data on the effectiveness of its engagements and promotions. The cookies used by the website not in any way collect personal data that could be used to identify a specific user. In addition, cookies are of a temporary nature, used solely to improve the efficiency of the last

transmission. Users may configure their browser to notify them of the reception of cookies and to prevent their installation on their computer.

8. Transfer of Personal Data

UTM may disclose your relevant Personal Data to employees and agents of UTM on a need-to-know basis. Furthermore, your Personal Data may be disclosed to the following parties:

- Student sponsors including parents or guardians;
- Government loans department, funding bodies and agencies acting on students' behalf;
- The Ministry of Higher Education, other relevant government departments/agencies and statutory authorities and industry regulators;
- The Education Malaysia Global Services and other agencies appointed by the Malaysian immigration department to process visa application or renew student visa during studies at UTM;
- Professional, statutory regulatory or accreditation bodies relevant to students' programme requirements;
- Foreign government departments, agencies or authorities if students are enrolled in a foreign accredited programme;
- Third parties providing internships part of the programme requirements;
- UTM's subsidiaries within or outside Malaysia;
- government ministries, government agencies, statutory bodies, authorities and selected third parties within or outside Malaysia including strategic partners that work with UTM in connection with UTM's business activities or any event or programme
- UTM's collaborator, agents, employees, contractors, sub-contractors, service providers or suppliers, and industry regulators;
- enforcement, regulatory and governmental agencies, bodies or authorities, as permitted or required by law, authorised by any order or judgment of court or to meet obligations to regulatory authorities;
- Insurance providers, banks, training centres, auditors, consultants, accountants, lawyers or advisors;
- Any person required under regulation or instruction of government agencies

UTM may also disclose your personal data if required to do so by law or in good faith, if such action is necessary to (i) comply with any law enforcement agency requirement, court orders or legal process or (ii) protect and defend the rights or property of the UTM.

Your personal data and other relevant information will be retained by us only for the period necessary for the purposes of providing you with our products and services. If further retention period is required, we will obtain further consent from you, unless such extended retention is permitted by law.

9. Marketing and Promotional Purposes

Where you have indicated your consent to receiving marketing or promotional updates from UTM, you may opt-out from receiving such marketing or promotional material at any time. You may select the "unsubscribe" option provided in UTM's email blasts, or you may contact UTM via the details provided in para (14) below.

10. Data Subject's Obligations

It is necessary for UTM to collect and to retain your personal data. Therefore, it is also obligatory for you to supply personal data to us in the most accurate manner. If you do not provide us with personal data, UTM are unable to process personal data on your behalf, for the purpose stated in this notice or effectively render our services to you and all relationships created or to be created between us shall then be terminated and ceased to be in effect immediately.

11. The Right of Data Subject

If you would like to make any inquiries or complaints or request access or correction the personal data in our possession or withdraw your consent for the collection, use and/or disclosure of your personal data, or where you elect to limit the UTM's right to process personal data, you may do so by submitting your request through the following methods:

- a) To request access to personal data**
You have the right to request for access to personal data processed by us on with reasonable notice. Access, requests can be made through online via email.
- b) To request correction of personal data**
You have the rights to request for correction and/or update of your personal data that is inaccurate, incomplete, or outdated. Correction requests can be made through online via email.
- c) To limit processing of your personal data**
You are entitled to limit our processing of personal data by expressly withdrawing the consent given previously, in each case, including for direct marketing purposes subject to any applicable legal restrictions, contractual conditions and within a reasonable time.

12. Changes to Privacy Policy

Please note that UTM shall have the right to modify, update or amend the terms this Personal Data Protection Notice at any time without prior notice by placing the updated Notice of the Website. An updated version is available on the website <https://www.utm.my> for periodical review. By continuing to communicate with UTM or by continuing to use the UTM's services following the modification, updates or amendments to this notice shall signify your acceptance of such modifications, updates, or amendments.

13. Acknowledgement and Consent

By providing your personal information to UTM, you have read and accepted the statements herein; and you have consented to the processing of your personal information by UTM in the manner set out herein. If you provide personal data of third parties to UTM, you warrant and represent to UTM that you have obtained the required consent of the third parties for the processing of the relevant personal data by UTM in the manner set out herein. If you are under the age of 18 years, please obtain your parent or guardian's consent before you provide your personal data to UTM.

14. Inquires and Complaints

Should you require further information about the personal information we hold or the way in which your information is being collected or used which are not answered by this Privacy Notice please contact or write to us at:

Contact number: 07-5533333

Email: governan@utm.my

Address: Seksyen Governan, Jabatan Pendaftar, Universiti Teknologi Malaysia, 81310 Johor Bahru, Johor.

This Notice is made available in the national and English languages. In the event of any discrepancies, the English language version of the Notice shall prevail.

This Personal Data Protection Notice was last updated on: 6 December 2022



Acknowledgement and Consent Form

Personal Data Protection Act 2010

I have read this Personal Data Protection Notice and understand the reasons for the collection of my personal data and the ways in which the data may be used and disclosed. I have been provided with a copy of the Personal Data Protection Notice and/or have been informed of the matters therein.

I further confirm that all Personal Data that I have provided are all true, up-to-date, and accurate. Should there be any changes to any of my personal data, I shall notify UTM immediately. I understand that I have the right to access and correct my personal data on request and if necessary. I understand that depending on the information requested, UTM may have the right to charge a fee for the processing of any data requested. UTM may also take steps to verify my identity before fulfilling my request for access to my personal data.

I have read the above information and by signing and returning a copy of this Notice. I expressly agree and consent to the use, processing, disclosure, and transfer of my personal data by the Universiti Teknologi Malaysia as described in this Notice. Should there be a need to retract my consent on processing personal data, I shall write a notice to Universiti Teknologi Malaysia to cease the processing of the personal data.

Note:

From time to time, UTM may release your Personal Data to External Parties for marketing and promotional purposes that may be of interest to you. To receive such information, your consent is required.

Please tick the appropriate box in the declaration below to indicate your consent or to withhold consent.

Yes, I expressly agree to UTM and/or External Parties processing my Personal Data for promotional and marketing purposes.

No, I do not agree to UTM and/or External Parties processing my Personal Data for promotional and marketing purposes.

Signature:

Name:

NRIC/Passport No:

Date: