



IJN COLLEGE

IJN COLLEGE PRIVACY POLICY

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IJN College (hereinafter referred to as “IJNC”, “our”, “we” or “us”) is committed to protecting the privacy, confidentiality and security of all personal data and health information to which it is entrusted.

This privacy policy outlines IJNC’s policy on how we manage the personal data we hold about our students and others. It applies to all operations within IJNC, including visitors to our website.

It has always been our policy to ensure that your personal and medical information are protected as stated in our Student Handbook. With the introduction of the Malaysian Personal Data Protection Act 2010 (“PDPA”), we are even committed to ensure the privacy, and confidentiality and security of all personal data and health information are protected in line with the PDPA. For the purpose of this privacy policy, the terms “personal data” and “processing” shall have the meaning prescribed in the PDPA.

Unless stated otherwise, your usage of this website and or submission of your personal data to IJN, indicates your agreement to the processing of your personal data of deliberated in this privacy policy. Please read the following information carefully before submitting information or using this site.

WHAT INFORMATION THAT WE PROCESS

We process personal data which you have provided to us voluntarily through our website and upon your registration at our facilities. This includes personal data such as your name, address, date of birth, gender, age, contact details, race, religion, occupation, next of kin details, and the programme that you want to enroll to further your study after finished the school. In this regard, you hereby expressly consent to our processing of your sensitive personal data such as your religion and medical records.

We also process personal data submitted and obtained from individuals seeking programme at Diploma, Advanced Diploma and Graduates Certificates in cardiovascular and thoracic sciences, allied health sciences and managerial sciences through this site.

If you give us personal data or information about another person, you must confirm that he/she has appointed you to act for him/her, to consent to the processing his/her personal data and to receive on his/her behalf any data protection notices. We may request your assistance to procure the consent of such persons whose personal data is provided by you to us and you agree to do so. You shall indemnify us in the event we suffer any loss or damage as a result of your failure to comply with the same.

WHY DO WE PROCESS YOUR PERSONAL DATA

The purpose of which personal data is processed are as follows:

- The provision or delivery of student record;
- To monitor and evaluate the quality of student record;
- To plan for the development and delivery of management of record and services;
- To assess your qualification to further your study in here;
- To perform a contract of service;
- To conduct research and/or clinical trials;
- To promote and support research and education;
- To contact you and respond to all your queries;

- To meet legal and regulatory requirements;
- Dealing with matters requested by you e.g dealing with insurance companies;
- Conducting surveys and/or statistics compilation;
- Utilizing existing records for reporting to the Ministry of Higher Education for audit purposes, implementing assistance provided to students throughout their period of study, reporting for data updates in the E-ipts system, Star EMGS system, and the Malaysian Qualifications Agency system, and preparing any certificates that may be required to be awarded to students throughout their period of study until completion.
- Investigating claims and complaints; and

Such other purposes as may be related to the foregoing.

Please note that it will be necessary for IJNC to process your personal data, without which we will not be able to continue to process your personal data for any of the above purposes.

WHERE DO WE COLLECT YOUR DATA

- From the website/email
- Registration (hard copy/soft copy)
- External document that you have attached
- Research
- Any other oral/written communications between us

WHO MIGHT RECEIVE PERSONAL DATA REGARDING STUDENT RECORD?

We typically input student data into the E-ipts system to notify the Department of Higher Education regarding the number of active, inactive, discontinued, or expelled students for specific reasons, among other things.

If your personal information has changed since your previous entry, please inform us.

Your personal data is processed with the purpose of training our staff, planning for the future, and evaluating our services. To the extent possible, personally identifiable information will be deleted before it is processed for teaching purposes or for the assessment of our services.

We may disclose your personal data if required by law or relevant authorities.

Your personal data may be disclosed to parties including but not limited to IJN Foundation, banks, auditors, government departments and/or agencies, regulatory bodies and/or statutory bodies, credit reference companies, related companies, business partners, service providers, courts and tribunals, closest relatives, research organizations, non-governmental organizations, and others, as well as any third parties associated with any of the above purposes or any other purposes directly related to any of the above purposes for which the personal data was collected.

Any individual/company entrusted with confidentiality obligations towards IJNC and has undertaken to maintain the confidentiality of such personal data. This includes related companies, business partners, and our associated service providers, as well as any of these third parties who have been requested or authorized by you for any of the above purposes.

Your personal data may be transferred to locations outside of Malaysia.

Any individual or company accessing, on behalf of or together with IJNC, for the related purposes directly associated with the data provided."

HOW DO WE PROTECT YOUR PERSONAL DATA

All reasonable efforts and practical steps are made to ensure that personal data held by us is kept and protected against theft, unauthorized access, disclosure, copying, use or modification. We maintain strict policies regarding who has the authority to access your personal data. All staff is bound by a strict code of conduct and legal obligations with respect to maintaining the confidentiality of your personal data.

HOW LONG DO WE RETAIN YOUR PERSONAL DATA

We will retain your personal data for as long as necessary for the fulfillment of the specified purposes or as legislated.

HOW DO WE KEEP PERSONAL DATA ACCURATE AND UP TO DATE?

We will take reasonable steps to ensure that the personal data we hold is accurate and kept up to date. We realize that personal data changes frequently with changes of address and other personal circumstances. Please advise us when your personal data changes.

If you become aware that any personal data we hold is not accurate or if you would to update your personal details, please advise in writing via our contact details as described below.

Please note that it is your responsibility to ensure that personal data you provided to us in accurate, complete and not misleading and that such personal data is kept to date.

HOW DO YOU ACCESS TO YOUR PERSONAL DATA

Request for access to your personal data can be mad in writing to:

Personal Data Protection Officer
IJN College
145, Jalan Tun Razak
50400 Kuala Lumpur
Email address: safarina@ijn.com.my

A fee is charge for this service. If there are personal data in our records, which you belive to be incorrect, or you do not agree with, you have the right to request that it be corrected.

LINKS TO OTHER WEBSITES

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide while visiting such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website question.

ENQUIRIES AND COMPLAINTS

You may make further enquiries about this privacy policy in writing to:

Personal Data Protection Officer
IJN College
145, Jalan Tun Razak
50400 Kuala Lumpur
Email address: safarina@ijn.com.my

CHANGES TO OUR PRIVACY POLICY

IJNC's privacy policy will be reviewed from time to time to take account of new laws and technology, changes to our operations and practices and to make sure it remains appropriate to the changing environment.

If we make any changes to our privacy policy, we will post these changes on our website.

LANGUAGE

In the event of any inconsistency between the English version and the Bahasa Malaysia version of this privacy policy, the English notice shall prevail over the Bahasa Malaysia version.