



**WESLEY METHODIST SCHOOL  
KLANG  
(PRIVATE)**

## **PRIVACY POLICY**

This is the Privacy Policy for **Wesley Methodist School Klang (Private)**. (In this document, 'Company', 'we', 'us', or 'our' refers to Wesley Methodist School Klang (Private), while 'you', 'your', or 'yours' refers to the individual whose personal data we are collecting or have collected, which may include students and/or parents/legal guardians).

We are committed to protecting your privacy and personal data in compliance with the Personal Data Protection Act 2010 ('PDPA'). This Privacy Policy is to inform you about how we collect, use, share, and dispose of the personal data you provide to us and the security measure that we established to ensure that your personal data is protected.

### **Data We Collect About You**

We collect and process your child/ward's and your personal data for various academic, educational, and administrative purposes. You have the right to decide what information you wish to provide to us. We may however not be able to process your child's application and/or provide you with our services if you choose not to supply us with the requested information or if the data supplied to us is incomplete or inaccurate.

In general, the personal data that we collect, and process includes but is not restricted to the following:

- Name
- Identification number (NRIC)
- Passport number
- Address
- Contact numbers
- Nationality
- Personal email address
- Occupation
- Photo /image
- Child's name
- Child's gender
- Child's date of birth
- Child's current school
- Child's academic qualifications

- Emergency contact details

Some of the personal data we collect and process may include what is defined as 'sensitive personal data under the PDPA. These include information about your:

- Religious or other similar beliefs;
- Physical health;
- Mental health;
- Political opinions;
- Commission or alleged commission of any offense.

Your sensitive personal data will not be shared or disclosed to other parties unless you have provided your express, written consent.

### **Source of Your Personal Data**

Your personal data is collected from you directly, either from the following source or from any other information you have provided to us, and sources may include the following:

- Online and offline enquiry forms
- Application/ registration forms
- Previous qualification-related documents and/ or certificates

In some instances, your personal data may have been collected from external sources including, but not restricted to the following:

- Third parties such as previous education institutions, law enforcement agencies, and other government entities;
- Personal data which is available in the public domain; and
- Personal data may be collected from cookies through the use of our website.

### **How Do We Use Your Personal Data?**

The purpose of collecting personal data and processing further includes, but is not restricted to the following:

- To process an application for admission;
- To manage and respond to enquiries;
- To maintain students' personal details, academic and non-academic records;
- To facilitate extra-curricular related activities and school events;
- To maintain student registration;
- To provide the relevant administrative support, counselling and guidance services;
- To manage the use of facilities such as the library and laboratories;
- To administer graduation and alumni-related events;
- To administer tuition fees and other payments;
- To communicate with students about important announcements;
- To process information for relevant local or international statutory authorities or exam boards;

- To contact the student's next of kin in the case of emergency;
- To comply with any regulatory, audit or security-related requirements;
- To pursue/collect any sums in arrears from parents/guardians;
- To care for the medical needs of students;
- For all and any other ancillary purposes relating to our provision of service, e.g., the uniforms, books, or telecommunications and technology services; and
- Any other purposes related to the smooth operation of our School.

### **Disclosure of Your Personal Data**

We do not sell personal data to other parties under any circumstances. Your personal data will only be disclosed or shared where it is necessary in connection with our services to you pursuant to your consent or if required by law. Such circumstances may include disclosure to the following:

- Relevant or affiliated examination boards and academic, professional or accreditation institutions (within and outside of Malaysia);
- The student's sponsors including his/her parents/guardians;
- Service providers or other third parties (within and outside of Malaysia) which we engage for services, e.g IT services providers;
- Law enforcement agencies, local authorities, governmental and regulatory bodies, where compelled under the statutory or legal instrument;
- Ministry of Education, foreign embassies (where applicable), Malaysian Immigration Department, and Inland Revenue Board;
- Where we believe on reasonable grounds that disclosure is necessary to prevent or reduce a threat to security or any person.

### **How Do We Safeguard Your Personal Data?**

We exercise our discretion under the PDPA to protect the confidentiality of those whose personal data we have obtained.

All personal data is kept securely and are accessible only to those who need access for the purpose of carrying out our services or obligations to you. Precautions are also taken to ensure that adequate security measures are in place for any processes or systems we use.

### **How long do we keep your personal data?**

We keep your personal data for as long as it is necessary for the purposes for which they were collected. Your personal data will be deleted after a specific period. For legitimate institutional purposes, we may retain for longer periods certain minimum personal data of you as academic records or as legally required.

### **What Are Your Rights?**

You have certain qualified rights to our processing of your personal data under the PDPA. Your rights include the following:-

- Right to withdraw consent: You may by written notice withdraw consent to us to process your personal data at any time. However, please note that withdrawing your consent will mean that we are no longer able to provide our services to you and/or undertake certain transactions for you.
- Right to access your information and/or to make corrections: You are entitled to know what personal data which is being processed of you. At the same time, it is your responsibility to ensure that the data we process from you is correct, accurate and complete. You may request reasonable access to your personal data to correct or amend any inaccurate information which we may hold of you.
- Right to prevent processing: You may request that we temporarily or permanently cease processing activities on your personal data, especially if the processing is likely to cause you unwarranted distress.
- Right to prevent processing for direct marketing: If you do not wish to receive direct marketing content or messages from our School, you may request that we cease processing your personal data for such purposes.

### **Contacting Us**

If you would like to access your personal data, or obtain further information regarding your personal data, please contact us at:

Tel: 603 - 3371 8852/ 6011 - 3347 8300

Email: [info@klg.wms.edu.my](mailto:info@klg.wms.edu.my)

For security purposes, we reserve the right to verify your identity before we act on any request. Please note that the PDPA allows us to levy a fee for a data access request. You also understand that we may have a lawful basis not to accede to your request under certain circumstances.

This notice is issued in both the English and Bahasa Malaysia languages. In the event of any conflict or discrepancies between the English and the Bahasa Malaysia versions, the English version shall prevail.

From time to time, we may update or amend this Privacy Policy without prior notice according to legal, regulatory and/or institutional requirements. Changes will be notified through this website. Your continued use of our services on or after any revision means that you agree and consent to our prevailing policy and practices.

**Effective Date: 3<sup>rd</sup> July 2023**