



M'KIS WEBSITE PRIVACY POLICY

Mont'Kiara International School ("M'KIS"), is committed to comply with the Malaysian Personal Data Protection Act (PDPA) 2010 in protecting personal information that has been processed by M'KIS. This Privacy Policy informs you about M'KIS's policy and practices on data privacy matters before you provide your personal data to us when you visit www.mkis.edu.my (the "Website") or through other methods as stated in the section "Collection of Personal Information" below.

By using the Website you consent to the collection/retention and use of your personal information in accordance with this policy.

Collection of Personal Information

We collect your personal data upon and throughout the course of your relationship with us including:-

a. Parents/Enquirers/Applicants

- i. Your personal details, including the details relating to other person(s) who may be identified from the data;
- ii. Your health records;
- iii. The particulars of your travel document(s);
- iv. The contents of all information obtained from the website, forms and/or documents collected by us; and/or
- v. Other information

b. Children/Students

- i. Your personal details, including, but not limited to, your name, address, phone numbers, identity card number, passport number and the details relating to other person(s) who may be identified from the data;
- ii. Photographs, pictures, images, portraits and any other visual content in any media or form (including any electronic and digital format) ("Photographs") of you;
- iii. Films, tapes, video and any other pictorial recordings in any media or form (including any electronic and digital format) ("Videos") of you;
- iv. Class work (written, visual or in any other form) created, conceived and produced for academic or non-academic purposes ("Class Work") by you;
- v. Your health records;
- vi. The particulars of your travel document(s);



- vii. The contents of all information obtained from the website, forms and/or documents collected by us; and/or
- viii. Other information

c. Alumni

- i. Your personal details, including the details relating to other person(s) who may be identified from the data;
- ii. Employment information;
- iii. The contents of all information obtained from the alumni's website, forms and/or documents collected by us; and/or
- iv. Other information

(collectively referred to as "**Personal Data**").

Use of your information

The personal data collected by us may be used for, but not limited to the following purposes:

a. Parents/Enquirers/Applicants

- i. To better manage our service and relationship with you;
- ii. To process your personal data in connection to your application with us;
- iii. To protect your interests;
- iv. For purposes of encouraging interests towards our services;
- v. For internal record keeping, historical, documentary and archives purposes;
- vi. For statistical analysis;
- vii. To keep you updated regarding our programmes and/or activities;
- viii. For the exercise of any functions conferred on any person by law and/or towards the administration of justice; and/or
- ix. For any purpose incidental, ancillary or in furtherance to the above mentioned purposes

b. Children/Students

- i. To better manage our service and relationship with you;
- ii. To process your Personal Data in connection to your application with us;
- iii. To protect your interests;
- iv. For purposes of encouraging interests towards our services;
- v. For internal record keeping, historical, documentary and archives purposes;
- vi. For statistical analysis;



- vii. To keep you updated regarding our programmes and/or activities;
- viii. For the exercise of any functions conferred on any person by law and/or towards the administration of justice; and/or
- ix. For any purpose incidental, ancillary or in furtherance to the above mentioned purposes

c. Alumni

- i. To manage and service our relationship with you as our alumni, including keeping you abreast with our programmes and/or activities;
- ii. To protect your interests;
- iii. For purposes of encouraging interests towards our services;
- iv. For internal record keeping, historical, documentary and archives purposes;
- v. For statistical analysis;
- vi. For the exercise of any functions conferred on any person by law and/or towards the administration of justice; and/or
- vii. For any purpose incidental, ancillary or in furtherance to the above mentioned purposes

(collectively referred to as “Purposes”).

Use of Links

Our Site may contain links to other websites that are not operated/maintained by Us. If You click on a third-party link, you will be directed to that third party’s site. We strongly advise You to review the Privacy Policy of every site you visit. A link to another website does not constitute an endorsement of the content, viewpoint, accuracy, opinions, policies, products or services of that other website. Once you navigate from this website to another site, you are subject to the terms and conditions of that site, including the provisions of its privacy policy.

Storage of your information

Your information will be processed and stored as long as it is necessary for the purposes described in this Privacy Policy as well as for the purposes of ensuring the security and integrity of M’KIS information systems. We will retain and use Your Personal Data to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes and enforce our legal agreements and policies.



M'KIS will also store usage information for internal analysis purposes. Usage information is generally retained for a shorter period, except when this data is used to strengthen the security of to improve the functionality of our service, or we are legally obligated to retain this data for longer time periods.

Disclosure of your information

Authorized personnel within M'KIS will be able to access the information you provide to us. We may also disclose your information to other third parties who act for us for the purposes set out in the policy or for purposes approved by you.

Please note that countries outside Malaysia may not always have the same strong data protection laws. However, we will always take steps to ensure that your information is used by third parties in accordance with the terms of this Privacy Policy.

Unless required or permitted to do so by law, we will not otherwise share, sell or distribute any of the information that you have provided to us without your consent.

IP addresses and cookies

We may collect information about your computer, including where available your IP address, operating system and browser type. This information is statistical data about users' browsing actions and patterns, but does not identify any individual. It is used to inform improvements for the website, for system administration, and to report aggregate information to third parties.

For the same reasons, we use cookies on this Website. Cookies are small amounts of information that we transfer to your computer's hard drive through your web browser. They tell us when you have visited our site and where you have been. They do not identify you personally, just the presence of your browser. Cookies make it easier for you to log on and use the site during future visits. They also enable us to provide you with a more personalized service. Should you wish to do so, your browser's help section should be able to warn you before accepting cookies and how to filter or disable them, although in the latter case, you may not be able to use certain features on our site. More information about cookies can be found in the section below.



What are “cookies”?

“Cookies” are data files that are placed on your device or computer and often include an anonymous unique identifier. For more information about cookies, and how to disable cookies, visit <http://www.allaboutcookies.org>.

“Log files” track actions occurring on the website, and collect data including your IP address, browser type, internet service provider, referring/exit pages, and date/time stamps. “Web beacons,” “tags,” and “pixels” are electronic files used to record information about how you browse the website.

Google Analytics

This Website uses Google Analytics to help understand how visitors engage with the site. Your web browser automatically sends certain information to Google. This includes, for example, the web address of the page that you are visiting and your IP address. Google may also set cookies on your browser, or read cookies that are already there. If you would like further information on how Google uses data when you use our website you may visit:

<https://www.google.com/policies/privacy/partners/>

Security

We employ security measures to protect your information from access by unauthorized persons or persons and against unlawful processing, accidental loss, destruction or damage. Please help us keep our records updated by informing us of any changes to your email address and other contact details.

Sending us an Email

You also may decide to send us personally identifiable information, for example, in an electronic mail message containing a question or comment, or by filling out a web form that provides us with this information. We use personally identifiable information from email primarily to respond to your requests. We may forward your email to other employees who are better able to answer your questions. We may also use your email to contact you in the future about our programs that may be of interest.

We want to be very clear: We will not obtain personally identifiable information about you when you visit our Website, unless you choose to provide such information to us. Providing such



information is strictly voluntary. Except as might be required by law, we do not share any information we receive with any outside parties.

If you sign up for one of our email lists, we will only send you the kinds of information you have requested. We will not share your name or email address with any outside parties.

Amendments to our Privacy Policy

We may amend this policy from time to time. If we make any substantial changes we will notify you by posting a prominent notice on the Website.

Governing law

These Terms and Conditions shall be governed and construed in accordance with the laws of Malaysia, whose courts shall have exclusive jurisdiction, although we retain the right to bring proceedings against you for breach of these conditions in your country of residence or other relevant country.

M'KIS reserves the right to amend the procedures contained in this document from time to time.