

PRIVACY NOTICE

In view of the Personal Data Protection Act 2010 (“PDPA”), you have the right to know the purpose for which your personal data is collected and the manner in which your personal data may be disclosed by us. Furthermore, you have the right to access your personal data which is kept by us and may make correction or update your personal data or limit the processing of your personal data by us.

In this notice, we wish to inform you of the manner in which your personal data is being processed by us.

By providing your personal data to us or using our website, you are consenting to the terms and conditions of this Privacy Notice and the collection, use, access, transfer, storage and processing of your personal data as described in this Privacy Notice. If you do not wish to give us this consent, kindly notify us in writing and do not use any of the electronic forms in our website. Failure to consent to the terms and conditions of this Privacy Notice will result in us being unable to process your application, request and/or provide you with the relevant product(s) or service(s).

Our personal data records contain the following data on you, including but not limited to:-

- Personal Details - Name, NRIC Number or Passport Number, Roll Number, Room Number, Photograph, Race, Nationality, Gender, Date of Birth, Place of Birth, Age, Marital Status, Bumiputra status, Medical Reports, Mental Health Reports, Examination Results, Academic Reports and Academic Details, Scholarship, Awards or Special Academic Achievements, Community Service, Clinical or Hospital Experience, Employment History, Details of Financial Support and Vehicle Details;
- Correspondence Details - Postal Address, Telephone Number, Facsimile Number and Email Address;
- Parents’ and Guardians’ Details - Name, NRIC Number or Passport Number, Address, Telephone Number, Email Address, Occupation, Employer/Company Details and Financial Information;
- Siblings’ Details – Name, Age, Sex, Occupation and confirmation of enrollment in Melaka Manipal Medical College.

Our personal data records may also contain your sensitive personal data such as information as to your physical or mental health or condition, political opinions, religious beliefs or other beliefs of similar nature, and the commission or alleged commission of any offence.

Your personal data also includes any other personal information which may be supplied to us from time to time.

These data have been obtained via your Enrolment Application form and other related forms which we have provided either in hard copies or in electronic format on our website and from cookies through the use of our website.

The provision of your personal data to us is voluntary. However, if you do not provide your personal data to us, we may not be able to provide you the products and services which you require and may not be able to communicate with you.

We shall process your personal data for the following purposes:

- To provide services to you;
- To communicate with you;
- Internal record keeping and facilitating processes of usage of our products, services and facilities (inclusive of your access to our online page, course registration, hospital posting programs, examinations results, hostel placement, parking application, student activities, financial activities and other related internal processes and activities);
- To publish your examinations results wherein the said examination results will be published for public viewing;
- To provide you with marketing information on our products and services;
- For internal administrative purpose including but not limited to internal audit, corporate governance, statistical analysis, market survey and trend analysis;
- To provide information to regulatory and governmental authorities in order to comply with statutory and government requirements; and
- Other relevant and related purposes which we deem necessary.

Who has access to your personal data?

Kindly note that your personal data is used, stored, disclosed, transferred and processed by us, our related companies, professional advisors (including lawyers, accountants, auditors, insurers, etc.) and other relevant authorities (inclusive of Governmental Agencies and Ministries) for the purposes described above.

In the event that the transfer of your personal data outside of Malaysia is rendered necessary for the purposes stated above, the transfer of data will be done in accordance to the requirements of the PDPA and you are deemed to have consented to the said data transfer.

Your rights to the personal data

Under the PDPA, you are entitled to request access to, correct your personal data, make inquiries or complaints about your personal data and limit the manner in which your personal data is processed by contacting us as follows:

**Mr Rama Kumar
Personal Data Protection Compliance Officer
Melaka-Manipal Medical College (Manipal University)
Jalan Batu Hampar
Bukit Baru
75150 Melaka**

**Email Address: rama.kumar@manipal.edu.my
Telephone Number: +606 289 6662**

You may notify us in writing if you do not wish to receive any marketing materials from us and we shall immediately remove you from our marketing contact list.

We recommend that requests for access to your personal data be made in writing. We may also require you to provide us with additional information reasonably required to process your request.

Please note that under the PDPA, we have the right to refuse your requests to access or correct your personal data for certain reasons permitted under the PDPA. Also, we have the right to charge an administrative fee for responding to your requests.

Your obligations regarding your personal data

You are responsible for informing us about changes to your personal data and for ensuring that such information is accurate, up-to-date and complete.

In the event you may need to provide us with personal data relating to third parties (for example your parents' personal details), you confirm that you have (i) obtained their consent or otherwise entitled to provide their personal data to us and for us to use accordingly, and (ii) informed them to read this Privacy Notice at our website.

If you are using our website, you must remember to exit the browser window after use to prevent any unauthorized access to your personal data.

To better serve you when you are using our website, we use cookies to help us recognize your preferences and selections. A cookie is an electronic piece of data stored on the user's computer stored by your browser and operating system that are tied to information about the user. Cookies can store a user's ID and password, personalize home pages or identify which parts of a site have recently been visited. In doing so, we can make improvements and updates to those areas of our website that are most popular.

You can change the settings of your browser to accept or deny cookies. Denying cookies will still allow you to continue using our website and your visit information to our site will not be tracked by us. In allowing cookies in your browser settings, we will track only your visit information to our website, but no other third-party, non-affiliated website.

Our commitment

We have a firm commitment to keeping your personal data secure and confidential at all times. We protect your personal data by maintaining strict physical and electronic safeguards to prevent any unauthorized access to your data.

As we operate in a dynamic and ever changing environment, we reserve the rights to amend this notice from time to time to suit our contextual requirements and to best protect your personal data.

Please feel free to contact us if you require further clarification on this privacy notice.