PERSONAL DATA PROTECTION AND PRIVACY STATEMENT

SECTION 1: INTRODUCTION

This statement outlines the general principles of MAHSA College Sabah's policy regarding the collection and processing of your personal data.

MAHSA College Sabah is committed to safeguarding your personal data and ensuring full compliance with Malaysia's personal data protection laws and regulations.

SECTION 2: CONSENT

By acknowledging this notice, you confirm that you have read, understood, and accepted the terms stated herein, and that you consent to the collection and processing of your personal data by MAHSA College Sabah as described below.

For any third-party personal data provided in your application (such as information about parents, guardians, or referees), you hereby represent and warrant that you have obtained the necessary consent from those third parties to disclose their data to MAHSA College Sabah for processing.

SECTION 3: NOTICE AND CHOICE PRINCIPLE STATEMENT

MAHSA College Sabah is required to collect certain personal data for the purpose of processing your application, administering your studies, and for marketing or promotional activities related to the College.

- Personal Data May Include (But Is Not Limited To):
- Full Name (As Per Identity Card Or Passport)
- Identity Card Or Passport Details
- Academic Transcripts
- Age, Race, Religion
- Contact Information (Address, Email, Phone)
- Date Of Birth, Nationality
- Occupation, Job Title, Employer Details
- Bank Account Information
- Parent/Guardian/Spouse/Children's Details
- Medical Conditions
- Any Criminal Or Disciplinary History

SECTION 4: PURPOSE OF DATA PROCESSING

Your personal data may be used by authorized personnel of MAHSA College Sabah for purposes including (but not limited to):

- Processing applications for pre-College, undergraduate, and postgraduate studies
- Updating records and informing you of available courses or programmes
- Communicating with you and/or your parents or guardians
- Adding you to the MAHSA College Sabah alumni database
- Sending course brochures, promotional materials, and updates
- Managing and tracking payments
- Research, reporting, and statistical analysis
- Employment consideration (if applicable)
- Other lawful College-related activities
- Compliance with legal or regulatory obligations, including disclosures mandated by law or court order

SECTION 5: DISCLOSURE TO THIRD PARTIES

Your personal data may be shared, when necessary, with the following third parties:

- Financial institutions for payment processing
- Third-party service providers engaged by MAHSA College Sabah
- Government or regulatory authorities
- Legal advisors, insurers, auditors, consultants, or professional advisors
- Members of the Board of Directors, Board of Governors, or shareholders
- Entities to whom MAHSA is legally required to disclose information
- Regulatory agencies or authorities under applicable laws or court orders

SECTION 6: PROCESSING SCOPE

Your personal data will be processed strictly for the purposes described above.

SECTION 7: CONSEQUENCES OF WITHHOLDING DATA

Failure to provide your personal data may result in:

- Inability to process your application for admission
- Inability to provide you with updates, promotional materials, or information
- Inability to inform you of developments or changes within the College

SECTION 8: RIGHT TO ACCESS AND CORRECT DATA

You have the right to request access to your personal data and to make corrections to ensure its accuracy. You may also choose to limit how your data is processed. Such requests must be submitted in writing to the Registrar's Office (see Section 12 for contact details).

SECTION 9: INQUIRIES OR COMPLAINTS

Any inquiries or complaints about the use of your personal data should also be directed to the Registrar's Office.

SECTION 10: DATA SECURITY

MAHSA College Sabah has implemented appropriate security measures and policies to protect your personal data in line with applicable data protection laws. Where processing is performed by a third party on behalf of MAHSA College Sabah, we require such parties to maintain data security in accordance with our standards.

SECTION 11: UPDATES TO THIS STATEMENT

This statement may be revised periodically. We recommend that you visit the official MAHSA College Sabah website to review the latest version of the statement.

SECTION 12: CONTACT INFORMATION

If you have questions, require access to your data, or wish to file a complaint, please contact:

Registrar

MAHSA College Sabah

Lot No.C-100b, Concourse Floor,

1 Borneo Hypermall, 88400 Kota Kinabalu,

Sabah, Malaysia

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