

# Privacy Policy

The Japanese School of Kuala Lumpur (“JSKL”), as an educational institution, values personal right and is committed to protect the privacy and security of personal information. This Privacy Policy sets out how JSKL collects, maintains, uses, discloses and safeguards the personal information provided to or collected by JSKL.

Personal information shall include, but not limited to:

- a) contact information, such as name, email address, mailing address and phone number;
- b) personal identification information (e.g. identity card number or passport number);
- c) nationality;
- d) age or date of birth;
- e) billing information, residential address and billing address;
- f) bank account details; and
- g) including any other information (such as sensitive personal information (as defined in the Personal Data Protection Act 2010)) as required by JSKL from time to time for the purpose in accordance with this policy.

## **Consent for collected personal information**

- JSKL values the privacy of the personal information and strive to protect the collected personal information in compliance with the laws of Malaysia.
- By providing JSKL the personal information, JSKL hereby obtained consent to the collection and processing the personal information in accordance with this policy.

## **Collection and Use of Information**

- JSKL will clarify the purpose at time of collection and ensure the acquisition of personal information is done fairly and legally.
- JSKL may use the personal information for one or more of the following purposes:

- a) to perform JSKL's obligations in respect of any contract entered into with the individual;
  - b) to verify the information provided;
  - c) to administer the individual's user account;
  - d) to send invoices and receipts;
  - e) to process payments;
  - f) for internal record keeping in the ordinary course of business;
  - g) to maintain, update, consolidate and improve the accuracy of JSKL's database records;
  - h) for audit, compliance and risk management process;
  - i) for any other purpose that is required or permitted by any laws, regulations and/or guidelines.
- JSKL will not use the collected personal information for any other purpose specified at time of collection.
  - The collected personal information will not be disclosed to third party without individual's consent and unless the disclosure is authorized by law.
  - When disclosed personal information to third party with individual's consent, the use and disclosure restrictions contained in this policy will not apply to such third party. JSKL does not control the privacy practices of any third parties.

### **Management of Personal Information**

- JSKL is required to respect the confidentiality personal information and the privacy of individuals.
- JSKL shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- JSKL is taking a number of safety measures to prevent unauthorized access, disclosure, lost, destruction, and alteration of personal information.

- Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorized sharing of information.
- JSKL will make ongoing efforts to review and improve the management system and measures to protect personal information.

### **Disclosed of Personal Information**

- JSKL will make prompt response when requested by individual for disclosure, amendment or suspension of one self's personal information.
- Personal information will not be disclosed to third parties, except in cases where there is a request for disclosure as stipulated by law.

### **Revisions to Privacy Notice**

JSKL reserves the right to revise the policy contained in this document from time to time.

### **Enquiries or Complaints**

If there is any queries, concerns or complaints in relation to this policy or how JSKL handles the personal information, kindly contact us at:

The Japanese School of Kuala Lumpur  
Saujana Resort Seksyen U2, 40150, Selangor Darul Ehsan, Malaysia  
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