

# **SAITO UNIVERSITY COLLEGE PRIVACY NOTICE**

## **PERSONAL DATA PROTECTION ACT 2010**

This Privacy Policy governs the manner in which Saito University College collects, uses, maintains and discloses information collected from users (each, a "User") of the [www.saito.edu.my](http://www.saito.edu.my) website ("Site"). This privacy policy applies to the Site and all products and services offered by Saito University College.

### **Personal identification information**

We may collect personal identification information from Users in a variety of ways, including, but not limited to, when Users visit our site, register on the site, subscribe to the newsletter, fill out a form, and in connection with other activities, services, features or resources we make available on our Site. Users may be asked for, as appropriate, name, email address, mailing address, phone number, religious belief, medical details, previous examination results, academic records and images (e.g. photographs). Users may, however, visit our Site anonymously. We will collect personal identification information from Users only if they voluntarily submit such information to us. Users can always refuse to supply personally identification information, except that it may prevent them from engaging in certain Site related activities.

### **Non-personal identification information**

We may collect non-personal identification information about Users whenever they interact with our Site. Non-personal identification information may include the browser name, the type of computer and technical information about Users means of connection to our Site, such as the operating system and the Internet service providers utilized and other similar information.

### **Web browser cookies**

Our Site may use "cookies" to enhance User experience. User's web browser places cookies on their hard drive for record-keeping purposes and sometimes to track information about them. User may choose to set their web browser to refuse cookies, or to alert you when cookies are being sent. If they do so, note that some parts of the Site may not function properly.

## **How we use collected information**

Saito University College may collect and use Users personal information for the following purposes:

- to process your application for admission;
- to correspond with you;
- to attend to day to day administrative matters;
- to inform you about events and activities;
- to facilitate and enable your loan/sponsors application and payments;
- to facilitate and inform you of opportunities for work and study programme;
- upon graduation, to place your details on the College's alumni database so that you may be kept informed of alumni news, events, new programmes and activities;
- to facilitate appropriate assistance in the event of an emergency involving you;
- for benchmarking, analyses, quality assurance and planning purposes;
- to comply with legislative reporting requirements;
- to improve customer service - Information you provide helps us respond to your customer service requests and support needs more efficiently;
- to personalize user experience - We may use information in the aggregate to understand how our Users as a group use the services and resources provided on our Site;
- to improve our Site - We may use feedback you provide to improve our products and services;
- to send periodic emails - We may use the email address to send User information and updates pertaining to their order. It may also be used to respond to their inquiries, questions, and/or other requests. If User decides to opt-in to our mailing list, they will receive emails that may include company news, updates, related product or service information, etc. If at any time the User would like to unsubscribe from receiving future emails, we include detailed unsubscribe instructions at the bottom of each email; and
- to use the information as otherwise permitted by the privacy law.

## **How we protect your information**

We adopt appropriate data collection, storage and processing practices and security measures to protect user data against unauthorized access, alteration, disclosure or destruction of your personal information, username, password, transaction information and data stored on our Site.

Sensitive and private data exchange between the Site and its Users happens over a SSL secured communication channel and is encrypted and protected with digital signatures. Our Site is also in

compliance with PCI vulnerability standards in order to create as secure of an environment as possible for Users.

### **Sharing your personal information**

We do not sell, trade, or rent Users personal identification information to others. We may share generic aggregated demographic information that are not linked to any personal identification information regarding visitors and users with our business partners, trusted affiliates and advertisers for the purposes outlined above. We may use third party service providers to help us operate our business and the Site or administer activities on our behalf, such as sending out newsletters or surveys. We may share your information with these third parties for those limited purposes provided that you have given us your permission. These third parties are as listed:

- a) Companies related to us, associates and affiliates, advisors, contractors, vendors or service providers for the purposes of operation and maintenance of our site or our business, to otherwise provide customer support and services to you;
- b) Our business partners and investors and operators of our businesses;
- c) Third Parties with commercial relationships, for marketing, promotions and related purposes, unless you have stated that you do not want us to disclose to such third parties;
- d) Governmental authorities as required or authorised under law;
- e) Our agents and service providers (including those located overseas) providing services relating to the purposes for which the personal data is collected;

### **Third party websites**

Users may find advertising or other content on our Site that link to the sites and services of our partners, suppliers, advertisers, sponsors, licensors and other third parties. We do not control the content or links that appear on these sites and are not responsible for the practices employed by websites linked to or from our Site. In addition, these sites or services, including their content and links, may be constantly changing. These sites and services may have their own privacy policies and customer service policies. Browsing and interaction on any other website, including websites which have a link to our Site, is subject to that website's own terms and policies.

### **Advertising**

Ads appearing on our site may be delivered to Users by advertising partners, who may set cookies. These cookies allow the ad server to recognize your computer each time they send you an online advertisement to compile non personal identification information about you or others who use your computer. This information allows ad networks to, among other things, deliver

targeted advertisements that they believe will be of most interest to you. This privacy policy does not cover the use of cookies by any advertisers.

### **Changes to this privacy policy**

Saito University College has the discretion to update this privacy policy at any time. When we do, we will send you an email notification regarding the changes. We encourage Users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. You acknowledge and agree that it is your responsibility to review this privacy policy periodically and become aware of modifications.

### **Your acceptance of these terms**

By using this Site, you signify your acceptance of this policy. If you do not agree to this policy, please do not use our Site. Your continued use of the Site following the posting of changes to this policy will be deemed your acceptance of those changes.

### **Contacting us**

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with this site, please contact us at:

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