

## **Website Notice to Alumni, Students and Applicants of ACNHS, Relating to Personal Data Protection Act 2010**

### 1) Protection and Use of Personal Data

Adventist College of Nursing and Health Sciences (“ACNHS”) values your Personal Data and strives to protect it in compliance with the laws of Malaysia. This Personal Data Protection Notice (“Notice”) is issued by us pursuant to the requirements of the Malaysian Personal Data Protection Act 2010 (“the Act”) to all students and any other individuals whose data is required to be collected by us by reason of, or incidental to, the provision of any services to our customers or students. For the avoidance of doubt, please note that this Notice is applicable only if you are an individual and in the event of any conflict between the English and other language versions of this Notice, the English version shall prevail.

In the course of your dealings with ACNHS, we may collect a variety of your Personal Data including but not limited to your name, address, gender, marital status, contact details, email address, nationality, race and religious beliefs, education background, occupation, medical information (such as blood type, finger prints, DNA and laboratory reports), insurance information, bank account information, credit profile and other information deemed necessary.

ACNHS may collect your Personal Data directly from you or indirectly from third parties including but not limited to your family members, next-of-kin, regulatory and enforcement agencies, financial institutions and employer.

ACNHS may use and process your Personal Data for the purposes relating to the business and activities of ACNHS which shall include, without limitation: -

- (a) to process your requested services;
- (b) to communicate and inform you of decisions related to any medical condition you may have;
- (c) to inform you of our services and keep you posted about announcements and upcoming events;
- (d) to process any payments relevant to you;
- (e) to conduct market research, statistical analysis and analysis of student needs/performance to improve ACNHS services;
- (f) for internal administrative purpose such as auditing, data analysis, record keeping use and customer communications; and
- (g) for any other purpose that is required or permitted by any law, regulations, guidelines, educational practice and/or relevant regulatory authorities.

### 2) Collection of Non-Personal Information

Where ACNHS collects information through our website, we may collect certain non-personal information regarding website use that does not identify you including but not limited to Internet Protocol (IP) address of your computer, the IP address of your Internet Service Provider, the date and time of your access to the website, the operating system you are using, the sections of the website you visit, the content you download from website and the internet address of the website from which you linked directly to ACNHS website. ACNHS may use non-personal information to compile tracking information reports

regarding site user demographics and site traffic patterns. None of the tracking information in the reports can be connected to your identities.

### 3) Links to Third-Party Websites

The ACNHS website may contain links to third parties operated and owned websites that are not under our control. These websites may have their own policies regarding Personal Data Protection and hence ACNHS shall not be held responsible for the collection, use, maintenance, sharing or disclosure of data and information by such third parties. If you provide information directly to such sites, the Personal Data Protection Policy and terms of service on those sites are applicable and ACNHS is not responsible for the information processing practices or privacy policies of such sites.

### 4) Website-specific purpose

If you are not customers of ACNHS, but you have submitted enquiries via ACNHS website, ACNHS may process your Personal Data for the following purposes: -

- (a) responding to your enquiries;
- (b) internal record keeping and administrative purposes;
- (c) development and enhancement of ACNHS services;
- (d) to inform you of our services and keep you posted on ACNHS latest announcements and upcoming events; and
- (e) for any other purpose that is required or permitted by any law, regulations, guidelines, medical practice and/or relevant regulatory authorities.

### 5) Storage and Use of Personal Data

ACNHS may store your Personal Data either in hard copies or soft copies in our servers located in Malaysia. Control and access of your Personal Data are personally managed by ACNHS. ACNHS will only retain your Personal Data for the period necessary to fulfil the many different purposes outlined in this Notice unless a longer retention period is permitted or required by law.

Your Personal Data provided to ACNHS will be kept confidential. ACNHS takes the necessary precautions, both administrative and technical to safeguard your Personal Data against loss, theft, misuse and unauthorized access, disclosure, usage, alternation or destruction. ACNHS will ensure that access to your Personal Data is restricted to staff who are required to process your Personal Data in accordance with their respective job requirements. As a part of providing you with our services and for the purposes of our business, we may be required or need to disclose information about your Personal Data with us to third parties including but not limited to our professional advisors, including our legal advisors and expert consultants, regulatory and governmental authorities including the Ministry of Higher Education and other relevant government departments or agencies, third party service or product providers within or outside the country, relevant accreditation bodies such as the Malaysian Qualifications Agency (MQA), Adventist Accrediting Agency (AAA), independent consultants, insurers and other parties deemed necessary.

6) Right of Access, Amendment and Withdrawal

ACNHS respects your right of access to your Personal Data and right to request correction of the Personal Data that is inaccurate, incomplete, misleading or not up-to-date. However, ACNHS reserves the right to charge you a reasonable fee for the processing of any data access request or delay your request pending further details from you. You may also amend your Personal Data or withdraw your consent to process Personal Data at any time.

7) Compliance

If you have any enquiries regarding this Notice or if you have any concerns about the manner in which your Personal Data has been collected or handled by ACNHS or if you wish to request access to your Personal Data or if you wish to amend your Personal Data or if you wish to withdraw your consent to ACNHS for the processing of your Personal Data or for the transfer of your Personal Data to other parties, you may send your written request at the following address.

Address : Level 8, Car Park Building, 465 Jalan Burma, 10350 Penang  
Contact Person : The Registrar  
Email : acn@acnhs.edu.my

8) Changes to Notice

ACNHS reserves the right to amend this notice from time to time to reflect changes in legal and regulatory requirements, technological advancements and best medical practices without further written notification but such amendments will be notified via our website. You are advised to check the notice on our website on a regular basis.

9) Obligations under Law

ACNHS will only use your Personal Data only with your consent. During processing of your Personal Data, ACNHS is subject to our industry-specific laws such as Private Higher Educational Institutions Act 1996 (Act 555) as well as guidelines from the Ministry of Higher Education, Ministry of Health and the Malaysian Nursing Board.

10) Personal Data Involving Minor and Disabled Persons

Without prejudice to the clauses in this Notice, the Personal Data collected in relation to the following individuals:

- (a) individuals under the age of majority of eighteen (18); and/or
- (b) individuals who lacks the capacity to give consent due to mental or physical disability will be collected by ACNHS in accordance with our rules, policies and practices.

11) Your Consent

By using this website and /or submitting Personal Data to ACNHS, you hereby agree to the terms of this Policy and consent to the collecting, using and storing of your information as explained by this Policy. If you do not agree with the terms of this Policy, please do not use this website or provide ACNHS with any of your Personal Data.