



## Yayasan Tunku Abdul Rahman

### Your Privacy

Yayasan Tunku Abdul Rahman ("YTAR") values your right to privacy and strives to protect your privacy in compliance with the laws of Malaysia (including the [Personal Data Protection Act 2010](#)).

This Privacy Notice explains:

- a. what kind of personal information we collect and how we collect it;
- b. how we use your personal information;
- c. the parties that we disclose the personal information to; and
- d. how to access and update your personal information.

For the purposes of this Privacy Notice, the following terms shall have the following meanings:

- a. "YTAR" refers to Yayasan Tunku Abdul Rahman ; and
- b. "Personal information" refers to any information which relates directly or indirectly to you (for individual) and/or relevant individuals in your organisation (for corporation) and/or your transactions with us. This information includes name, address, occupation, contact details, financial information, the details of account(s), the type of programmes applied to, and such other necessary information regarding yourself, relevant individuals in your organisation and/or your transaction(s) with us. For the avoidance of doubt, please note that this Privacy Notice applies only to the personal information of an individual.

### Log Information

When you access YTAR's website, our web servers automatically record the log information that your browser sends. These server logs may include information such as your web request, internet protocol address, browser type, browser language, the date and time of your request, and one or more cookies that may uniquely identify your browser.

### Information Collected

We collect these information:-

- a. Any information that the visitor provides to us (in forms/subscriptions/registrations etc.)



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- b. Browsing information (session heatmaps/how long people stay on which page/where people access the website from etc.)
- c. Not limited to (a) and (b) - we are using Wix to build our website and our Privacy notice is also subject to Wix's data policy.

### **Storage Security & Data Protection**

YTAR ensures the security of your personal information by taking appropriate security measures to preserve the confidentiality of your personal information. We implement appropriate technical and organisational measures to protect your personal information from unauthorised access, loss, misuse, or alteration. Employees of YTAR are trained to handle personal information securely and with strict confidentiality, failing which they may be subject to disciplinary action. However, no data transmission over the Internet is completely secure, and we cannot guarantee the security of your information.

### **Your Consent**

By giving us your personal information, you hereby consent to the processing of your personal information in accordance with the terms of this Privacy Notice.

If you are a corporation providing personal information of your directors, shareholders and/or officers to us, please do ensure that you have obtained their consent and bring this Privacy Notice to the attention of your directors, shareholders and/or officers whose personal information you provide/have provided to us.

### **Personal Information That We Collect**

To provide you with the services, YTAR must collect your Personal Information. YTAR collects the Personal Information you provide us, from your use of the services, and other sources. Here are the types of Personal Information we collect about you:

- a. Information you provide us. When you register for our Services, sign up for any YTAR events, subscribe to our blog(s) or newsletter(s), use any of our Services; and/or
- b. when you contact us directly by any communication channel (e.g., YTAR's website, emails), you may provide us Personal Information, such as name, email address, phone number (not limited to this information)
- c. information you include in your communications with us



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- d. Information we collect when you use the Services. When you visit, download, and/or use any of our Services, we may collect aggregated usage Personal Information, such as Visitors' and Users' browsing and 'click-stream' activity on the Services, session heatmaps and scrolls, non-identifying Personal Information regarding the Visitor's or User's device, operating system, internet browser, screen resolution, language and keyboard settings, internet service provider, referring/exit pages, date/time stamps, etc

### **How We Collect Personal Information**

We may obtain such personal information from yourself and other sources, including but not limited to:

- a. information provided by you in application forms, when joining our programmes or using our services;
- b. through your verbal and written communications with us and/or our authorised personnel;
- c. from third parties connected with you, such as your employers, lecturers, guardians or parents, and siblings;
- d. in the public domain;
- e. regulators and government agencies; and/or
- f. from such other sources in respect of which you have given your consent to disclose information relating to you and/or where not otherwise restricted.

### **Use and Disclosure of Personal Information and Purpose Specification**

We may use your personal information for one of the following purposes:

- a. to assess your application(s) for our programmes and services;
- b. to manage our relationship with you;
- c. to better understand your financial situation;
- d. to provide you with information on YTAR's programmes and services which may be of interest to you;
- e. to notify you about changes to the terms of our programmes and services;
- f. to conduct surveys as to your relationship with us or our current/future programmes and services;
- g. to respond to your enquiries and complaints;
- h. to update, consolidate and improve the accuracy of our records;



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- i. to produce data, reports and statistics which have been anonymised or aggregated in a manner that does not identify you as an individual;
- j. to conduct research for analytical purposes including but not limited to data mining and analysis of your transactions with us;
- k. to meet the disclosure requirements of any law or contract binding on YTAR;
- l. for audit, compliance and risk management purposes;
- m. to transfer our rights and duties under any agreement(s) with you;
- n. to protect or enforce our rights to recover any debt owing to us;
- o. to conduct anti-money laundering checks;
- p. for crime detection, prevention and prosecution;
- q. for any other purpose that is required or permitted by any law, regulations and/or guidelines; and/or
- r. for such other purposes that are incidental or ancillary or in furtherance to the above purposes.

### Confidentiality

YTAR will keep confidential all personal information collected through our website. We may however disclose such information to the following parties in the course of using the information for the reason it was collected:

- a. YTAR, including the directors, officers and their authorised representatives;
- b. Strategic partners of YTAR;
- c. Any person or company acting on behalf of YTAR;
- d. YTAR Group advisers (including but not limited to accountants, auditors, lawyers, financial advisers, consultants or other professional advisers);
- e. any person notified by you as authorised to give instructions on your behalf;
- f. any person connected to the enforcement or preservation of any of our rights under your agreement(s) with us;
- g. regulatory bodies which have oversight over us and our activities; and
- h. any other party to whom such disclosure is required by law or regulatory requirement or according to a Court order, subject at all times to any laws (including regulations, guidelines and/or obligations) applicable to YTAR (whether in or outside Malaysia).

We will also disclose your personal information:

- a. where we are required or permitted to do so by law;



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- b. where required or authorised by an order of the Court; and/or
- c. where we are required to meet our obligations to any relevant regulatory authority.

### Incomplete Personal Information

Where indicated, it is obligatory to provide your personal information to us to enable us to process your application for our programmes or services. Should you decline to provide such obligatory personal information, we may not be able to process your application/request or provide or continue to provide you with our programmes or services.

### Data Subject's rights

#### *Accessing your Personal Information*

- a. You may have access to your personal information in YTAR's possession by requesting the officer handling your account. We will use reasonable efforts to provide you with a copy of the requested personal information **within 21 days of receiving your request.**
- b. You may request confirmation whether your personal information is being processed by YTAR and a copy of your personal information which YTAR holds.
- c. Please note that YTAR may have to withhold access to your personal information in certain situations, for example when we are unable to confirm your identity or where the information requested is of a confidential commercial nature or in the event we receive repeated requests for the same information. Nevertheless, we will notify you of the reasons for not being able to accede to your request.

#### *Correcting or Updating Your Personal Information*

- a. You may request YTAR to correct or complete your personal information held by YTAR if it is incorrect, out of date, incomplete or misleading
- b. We will use reasonable efforts to comply with your request to correct/update your personal information **within 21 days of receiving your written request.**



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- c. Please note that YTAR has the discretion of whether to allow your correction / updating request or may require further documentary evidence of the new information to avoid fraud and inaccuracy.

#### *Exercising Your Rights in Respect of the Disclosure and Use of Your Personal Information*

Subject always to your contractual rights and obligations under the relevant laws and regulations, you may:

- a. request for erasure of your personal information from YTAR's systems and records;
- b. request YTAR to suspend the processing of your personal information;
- c. request YTAR to provide you with your personal information in a manner that allows you to transmit such personal information to a third party or, if technically feasible, to directly transmit such personal information to a third party;
- d. object to YTAR's processing of your personal information;
- e. request not to be subject to a decision based solely on automated processing without human involvement where such a decision may produce legal effects or significantly affect you.

#### *Disclaimer of Data Subjects' Rights*

- a. YTAR has the right to deny your request or allow such request at our discretion.
- b. In the instance that we choose to grant your request to withhold certain information that is required for ascertaining eligibility or consideration for programmes provided by YTAR (such as, but not limited to, information requested on our scholarship application forms), we also reserve the right to disqualify you from being considered for such programmes where it is unreasonable for YTAR to consider your suitability or eligibility without the withheld information.

#### **Retention of Your Personal Information**

We will retain your personal information in compliance with this Privacy Notice and/or the terms and conditions of your agreement(s) with YTAR:

- a. for the duration of your relationship with us;



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- b. for such period as may be necessary to protect the interests of YTAR notwithstanding that your relations with us have ended;
- c. where otherwise required by law; and/or
- d. where required by YTAR's internal policies.

### Enquiries or Complaints

Should you have any queries, concerns or complaints about this Privacy Notice or how we handle your personal information, kindly contact us at:

**Designated Contact Person:** Zurainey Abdullah

**Mailing Address:** A-10-10, Menara UOA Bangsar, 5, Jalan Bangsar Utama 1, Bangsar, 59000 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur

**Contact No:** 03-2283 6063

**Email Address:** [admin@yayasantar.org.my](mailto:admin@yayasantar.org.my)

### Changes to this Privacy Notice

This Privacy Notice may be revised from time to time. Where the Privacy Notice is revised, the revised Privacy Notice will be posted on this website and/or communicated to you via any other means of communication deemed suitable for us. If you continue to use our services/products, you shall be deemed to have agreed to accept such changes.

### Additional Information

#### *Cookies*

A cookie is a small computer file or piece of information that may be stored in your computer's hard drive when you visit our websites. We may use cookies to improve our website's functionality and in some cases, to provide visitors with a customised online experience.

Cookies are widely used and most web browsers are configured initially to accept cookies automatically. You may change your Internet browser settings to prevent your computer from accepting cookies or to notify you when you receive a cookie so that you may decline its acceptance. However, if you disable cookies, you may not experience optimal performance on our website.



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### *Other Websites*

Our website may contain links to other third-party sites that are not governed by this Privacy Notice. Although we endeavour to only link to sites with high privacy standards, this Privacy Notice will no longer apply once you leave our website. Additionally, we are not responsible for the privacy practices employed by third-party websites. Therefore, we suggest that you examine the privacy statements of those sites to learn how your information may be collected, used, shared and disclosed.