IACT COLLEGE PERSONAL DATA PROTECTION POLICY

IACT College collects and stores personal and academic information about all its registered students. Only information required to maintain complete student records will be requested or such other information that may be required to deal with grant-awarding bodies and other education institutions, and to meet the requirements of the Malaysian Qualification Agency of the Ministry of Higher Education to which student information returns are mandated.

Once obtained, the information is used for the following purposes:

a.) maintenance of student records (including personal and academic details) and management of academic processes i.e. academic audits, examination boards;

b.) maintenance of academic and college discipline, including the investigation of suspected breaches of specific discipline referred to;

c.) management of the college, including the provision of accommodation and the operation of the college academic, welfare and disciplinary systems;

d.) management of college and students’ social events;

e.) operations of Sales and Marketing, including surveys and internal marketing;

f.) alumni operations;

g.) operations of internships, including survey of student employment after graduation;

h.) provision of advice and support to students via, amongst others, Registry Department, Student Services Department (including Counselling Service and Student Council), International Student Office and the relevant Academic Director/Programme Leaders; and

i.) internal research, including monitoring quality and performance.

IACT College, via the Academic Department, the Registry Department, the Student Service Department and other ancillary departments, allow access to student data for employees and agents of the college (on a need-to-know basis only). Additionally, student information is disclosed to a variety of third parties of their agents, notably:

a.) students’ sponsors (including parents or guardian of students, Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN) and other funding councils);

b.) relevant government authorities to whom we have statuary obligation to release information, including the Ministry of Higher Education, Malaysia;

c.) current or potential employers of our students; and

d.) current or potential providers of education to our students.

Note: Disclosure to organizations not listed above will be made in specific legitimate circumstances only. Consent will be sought, where necessary, and students will be kept informed of such disclosures, unless exceptional circumstances apply.