



RAZAK SCHOOL OF GOVERNMENT

## **RAZAK SCHOOL OF GOVERNMENT PRIVACY NOTICE ON PERSONAL DATA PROTECTION ACT 2010**

**Razak School of Government (“RSOG”)** is committed to the protection of your personal information and privacy. This written notice explains on how we collect and handle your personal information in accordance to the Malaysian Personal Data Protection Act 2010 (“PDPA”) regulations. Please note that RSOG may amend this privacy notice at any time without prior notice and will notify you of any such amendments via our website.

By providing us your personal information, you are giving consent for us to collect, use and process your personal information. The personal data processed include all information contained in our Evolving Leaders Programmes (“ELP”) & Senior Leadership Programmes (“SLP”) registration form together with other information we may obtain about you from oral or written communications, and all other forms from time to time.

We appreciate your support in our programmes and value our relationship. We would like to continue to communicate information on our programmes, conferences, seminars, workshops and any other matters in relation to the promotion of RSOG.

### **1. PURPOSE OF COLLECTING AND FURTHER PROCESSING (INCLUDING DISCLOSING) DATA:**

- a. Client / customer or potential client / customer for our products, services, events, conferences, seminars and / or other promotional activities organised by us: RSOG collects your personal information directly from you when you express an interest to be contacted for such events and marketing activities (including business card collections via fish bowl method or during previous events organised by us). Your information may also be collected indirectly (for example, via trade / online directories).
- b. To confirm, update and enhance your records (e.g. to update your status as RSOG Alumni);
- c. To process your registration to our local and overseas programmes;
- d. To monitor and update your attendance to our programmes;
- e. To communicate any changes / updates related to our products, services and

registered programs;

- f. To conduct internal promotion analysis, analysis of consumer pattern, market research and / or statistical analysis;
- g. To facilitate the necessary reporting to the relevant authorities/ governing bodies;

For promotion purposes (subject to any objection received and/or consent obtained, for which see below):

- To communicate via RSOG Newsletter, direct mailer, email blast and telemarketing;
- To promote offers on RSOG programmes and services and that of our Strategic Partners;
- To reply to enquiries made via call, email, fax and any other available communication methods;
- For all other purposes incidental and associated with any of the above; and
- To contact you regarding products, services, upcoming events, promotions, advertising, marketing and commercial materials which we may feel interest you.

## **2. CATEGORIES OF PERSONAL INFORMATION THAT WE COLLECT**

a. Personal data that we may collect:

- i. Name, date of birth, IC number or passport number (for non-residence);
- ii. Contact details including address, phone number(s), mobile number and email address;
- iii. Occupation and career profile; and
- iv. Any other personal data required for the purposes as set out above.

## **3. DISCLOSURE OF YOUR PERSONAL DATA**

Your personal information may be disclosed or transferred to relevant third parties (within or outside of Malaysia) as required under law, pursuant to relevant contractual relationship (for example, where we appoint third party service providers) or for the purposes stated in Section (1) above (or directly related to those purposes).

In the event of a potential, proposed or actual sale of business, disposal, acquisition, merger or reorganization ("Transaction"), your personal information may be required to be disclosed or transferred to a third party as a result of the Transaction. You hereby acknowledge that such disclosure and transfer may occur and permit RSOG to release

your personal information to the other party and its advisers / representatives.

Your personal data will be kept confidential but such personal data may be provided to the following parties for the purposes set out above:

- a. Persons / Organisations required under law or in response to government requests;
- b. Government agencies, statutory authorities, enforcement agencies under law;
- c. Auditors, accountants, lawyers engaged by RSOG;
- d. Contractors, sub-contractors engaged by RSOG;
- e. Third party service /product providers that is deem necessary or appropriate for the purposes stated above (including those located out of Malaysia, under conditions of confidentiality and similar levels of security); and
- f. Persons under a duty of confidentiality to RSOG.

#### **4. NON-PROVISION OF PERSONAL DATA**

The failure to supply us with the required personal information will potentially:

- a. Result in us being unable to enter into a service contract or agreement [or specific service] with you;
- b. Result in us being unable to communicate notices, value added services and updates to you; and
- c. Affect our capacity to accomplish the above stated purposes;

#### **5. DATA SECURITY**

We shall take the necessary steps to store and process your personal information securely. We will undertake the following security steps:

- a. Implementation of a formal information security policy and necessary technology controls such as firewall, password controls, physical security, logging and monitoring etc.;
- b. Process controls such as segregation of duties, defined roles and responsibilities and need to know basis for staff; and
- c. Third party providers and contractors storing or processing personal data has implemented similar acceptable standards of security.

## **6. RETENTION OF PERSONAL DATA**

Your personal information will be stored for only the period as necessary to fulfil the purposes stated above after which we proceed to ensure that your personal data is destroyed, anonymised or permanently deleted if it is no longer necessary to store. Reasons to further store your personal information even after the fulfilment of the purposes include:

- a. to satisfy legal, regulatory or accounting requirements; and
- b. to protect the interest of RSOG.

## **7. RIGHTS OF ACCESS AND CORRECTION**

The PDPA allows you the right to access the personal data you have submitted. You may at any time update or amend the information provided to us by:

- a. Request and write to RSOG at [corp.comm@rsog.com.my](mailto:corp.comm@rsog.com.my) for us to correct any of your inaccurate, obsolete, incomplete or misleading personal data.

## **8. TRANSFER OF YOUR PERSONAL INFORMATION OUTSIDE MALAYSIA**

It may be necessary for us to transfer your personal data outside Malaysia if any of our strategic partners who are involved in providing part of services is located in countries outside Malaysia. You consent to us transferring your personal information outside Malaysia in the instances whereby it is necessary to fulfil the execution of the service/products that you signed up for (e.g. accommodation for overseas programme).

We shall take necessary steps to ensure that any such partners are contractually bound not to use your personal data for any reason other than to provide the Products and/or Services they are contracted by us, to safeguard your personal information.

## **9. YOUR OPTIONS AND HOW TO CONTACT US**

For as long as you are under RSOG Alumni or RSOG Customer, your information will remain with RSOG and we will take all participative steps to ensure the security of the data at all times from any unauthorised access. RSOG will endeavour not to disclose any personal identifiable information to any organisation unless necessary to organise its programmes, offer board placement services and/or set out in this Privacy Notice.

You may at any time make a request in writing to limit the processing and use of your personal data, including to prevent usage of your personal data for the purposes of direct marketing. Please email your request to [corp.comm@rsog.com.my](mailto:corp.comm@rsog.com.my) or fax to us at + (603) **8890 2090** or write to us:

**RAZAK SCHOOL OF GOVERNMENT (RSOG)**

**Level 5, Menara Prisma,**

**26, Persiaran Perdana, Presint 3,**

**62675, Putrajaya**

***(Attention: Corporate Communications Unit)***

**10. ACKNOWLEDGEMENT OF THIS PRIVACY NOTICE AND CONSENT**

We trust that you are agreeable and consent to the continued usage and processing of your personal data for the purpose abovementioned. If you do not consent to the usage and processing of your personal data, please notify us with a letter of disagreement to the stated contact details as per note 9 above within fourteen (14) days from the date of this Privacy Notice, failing which we shall assume that you have no objections to the same.

RSOG reserves the right to amend this Privacy Notice from time to time. Any material changes will be posted on our website ([www.rsog.com.my](http://www.rsog.com.my)) with the updated Privacy Notice.

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