

## **Personal Data Protection Notice**

We collect information about you when you register or submit an application to train as a Certified Therapist (“Training”). The information you give us may include your name, address, email address, telephone number, financial data and credit card information (“Personal Data”). These Personal Data may be obtained from yourself or from variety of sources, including when you enquire about our Training, through your relationship with us, from third parties or other sources in respect of which you have given your consent to disclose the Personal Data and/or where not otherwise restricted.

You hereby consent to the transmission by electronic means of your Personal Data, such consent shall be effective at all times.

Your Personal Data is protected in accordance with the laws of Malaysia and we shall maintain appropriate measures needed to ensure the security and confidentiality of your Personal Data.

We may store and process your Personal Data on our computers wherever located and in any other medium. Your Personal Data may be stored up to the maximum period permitted for legitimate business purposes, legal, regulatory and internal requirements. These records may be deleted over time if they are no longer necessary or permissible by law.

## **Use and Disclosure of Personal Data**

We may use, process and/or disclose your Personal Data for the following purposes (“Purpose”):-

- process your application for admission to Training;
- open, manage and maintain your account with us;
- facilitate Training as well as related activities;
- administrative purposes;
- manage and use of services provided by the Company;
- billing, taxation, auditing, compliance and risk management;
- correspond with you in relation to your account;
- collect and relay important information and/or announcement;
- contact your emergency contact person, in case of emergency;
- conduct credit checks;
- crime or fraud detection, investigation, prevention and prosecution;
- debt collection and enforcement of your obligations to us;
- handle complaints and queries;
- any other purposes that is required or permitted by any law, regulation, order and/or guidelines.

You may have provided personal and financial information relating to others (including but not limited to spouse, related parties and/or emergency contact persons) during your application or account creation. In such cases, you represent and warrant that you have their consent or are otherwise entitled to provide their information to us to be used, processed and/or disclosed in accordance with the terms herein.