



ZENITH INTERNATIONAL SCHOOL

(Wholly owned by Akademi Krunz Sdn. Bhd. – 967343-W)

PERSONAL DATA PROTECTION NOTICE

Zenith International School (ZIS) care about your personal data protection. This notice clarifies the way(s) ZIS processes your data from the point we collect, use, share, dispose of and the security measures that we have established to ensure your personal data is well protected.

COLLECTION OF PERSONAL DATA

We collect your personal data which range from your name, NRIC / Passport No., nationality, gender, home address, email address, phone number, birth certificate, race, religion, passport size photo, education certificates, medical report, blood group, health record details, criminal record details, spouse and children information, bank account details, EPF number, LHDN number, PTPN number and SOCSO number.

SOURCE OF PERSONAL DATA COLLECTION

We gather your personal data from:

- School application/registration forms
- Employment application forms
- Scanned documents of personal information submitted
- Any other document requested based on needs by ZIS

REASON FOR PERSONAL DATA COLLECTION

We collect your personal data for the following process namely school registration, examination registration, to purchase insurance, excursion registration, training registration, registration and payment related to SOCSO/EPF/Income Tax/PTPTN and processes related to authorities such as MOE, MOH, MOHA and CTOS.

However, this list is not exhaustive as there will be some processes which may arise time to time.

PROCESSING OF PERSONAL DATA

We only process your personal data within Malaysia and UK (Exam Registration). Your personal data will not be transferred to any external source.

SECURITY MEASURE

- We take these measures to protect your personal data:
- By ensuring your personal data is kept as required by Act 709
- By ensuring our staff do not misuse or misrepresent your data for any other purpose, withstanding those mentioned above.



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- By ensuring a written agreement or contract exists with any third party that is involved in processing these data on our behalf.

Nevertheless, you are required to ensure the security of your password (ZEMS/EMAIL/INFOTECH) and not to disclose it to another party to reduce the risk of data breaches.

PERSONAL DATA RETENTION PERIOD

We will retain your personal data for seven (7) years after school completion / withdrawal / resignation / retirement / end of service as a student or staff.

YOUR RIGHTS

You have the rights to:

- Correct / update your personal data through our Registry Department and / or Human Resources Department
- Access your personal data which we process and keep with us
- Stop the usage of your data on any of our new promotional products sent to you
- Withdraw your consent for us to process your personal data

DECLARATION

Under the Personal Data Protection Act 2010, we are required to obtain your consent when we process your Personal Data. We are committed to protecting the privacy and accuracy of your Personal Data to a reasonable extent possible, subject to provisions of the law.

- 1) By signing this form, I am declaring that I have read, understood and agreed to terms of the Akademi Krunz's PDPA Act Notice and I am expressly consenting to and authorising Akademi Krunz and any relevant external parties to collect, hold, use, delete, disclose, transfer, administer and process in any other way, all my Personal Data given now or that is subsequently obtained from time to time for the purposes below. I understand that if I do not provide the Personal Data requested, Akademi Krunz will not be able to carry out the purposes below:
 - (i) To process this application and all other purposes which are required in relation to the management offered by Akademi Krunz.
 - (ii) To develop and maintain Electronic Management System to be shared and accessed by any relevant external parties i.e., any person or body required by law or regulations or authorised by Akademi Krunz.
 - (iii) To provide data for any purpose required by law or regulations.



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- 2) By signing this form, I further confirm that all Personal Data that I have provided are all true, up-to-date and accurate. Should there be any changes to any of my personal data, I shall notify Akademi Krunz immediately. Akademi Krunz may also take steps to verify my identity before fulfilling my request for access to my personal data.
- 3) Being an employer and employee of Akademi Krunz Sdn Bhd, I am pledging that it will not disclose the personal information that is shared with me with any other person, agency or organization.