

Privacy Notice

for Summer International Secondary School (SISS)

Effective Date: 7th September 2024

At Summer International Secondary School (SISS), we are committed to safeguarding the privacy of personal data. This Privacy Notice explains how we collect, use, disclose, and protect the personal information of students, parents, guardians, staff, and other stakeholders in accordance with the Personal Data Protection Act (PDPA) 2010 of Malaysia and other applicable data protection laws.

1. Types of Personal Data Collected

We may collect and process the following types of personal data:

- Personal details: Name, date of birth, nationality, identification number (e.g., IC, passport), and gender.
- Contact information: Phone numbers, email addresses, and home addresses.
- Academic information: Student records, grades, assessment results, and attendance.
- Health and medical data: Information related to medical conditions, allergies, and special educational needs (with consent).
- Parent/Guardian information: Names, contact details, occupation, and relationship to the student.
- Financial information: Payment details, including tuition fees, and billing records.
- Images and videos: Photographs or videos taken during school activities or events.
- IT and device data: Data collected through school's online platforms and software (e.g., user login details, internet activity).

2. Purpose of Collecting Personal Data

SISS collects and processes personal data for the following purposes:

- Educational administration: To manage student admissions, assessments, grading, attendance, and extracurricular activities.
- Health and safety: To ensure the safety and well-being of students, including medical care and emergency contact purposes.
- Communication: To communicate with parents, students, and staff regarding school updates, events, and important notices.
- Financial administration: For processing tuition fees and other payments.
- Compliance: To comply with legal obligations and regulatory requirements, including reporting to education authorities.
- IT and security management: To provide access to school facilities, systems, and ensure network and information security.
 - Marketing and public relations: To showcase school activities, achievements, and events in newsletters, social media, or the school website (with consent).

3. Legal Basis for Processing Personal Data

SISS processes personal data on the following legal bases:

- Consent: Where consent has been provided by parents, guardians, or staff for specific purposes such as marketing or health-related data.
- Contract: To fulfill our contractual obligations, such as student enrollment and fee payment.
- Legal obligation: To comply with applicable laws and regulatory requirements.
- Legitimate interests: For purposes such as ensuring student safety and improving school services, where these interests do not override the rights of the individual.

4. Sharing and Disclosure of Personal Data

SISS may share personal data with third parties under certain circumstances:

- Service providers: We may share data with third-party service providers for IT services, learning platforms, or payment processing.

- Government authorities: We may disclose data to regulatory authorities or government agencies when required by law.
- Health professionals: In cases of emergency or medical necessity, we may share relevant medical data with healthcare professionals.
- External exam bodies: For processing exam entries and results with recognised examination bodies (e.g., Cambridge International).
- Marketing and PR: We may use photos or videos for marketing purposes, only with explicit consent from parents or guardians.

5. Data Security and Retention

SISS is committed to ensuring that personal data is stored securely. We implement appropriate technical and organisational measures, including:

- Data encryption: We use encryption for sensitive information.
- Access control: Access to personal data is restricted to authorised staff only.
- Regular review: We periodically review data protection practices and update security measures as needed.

Retention: Personal data will be retained for as long as necessary to fulfill the purposes outlined in this notice. For students, records are typically retained for the duration of their enrollment and for a set period afterward to comply with legal and regulatory obligations.

6. Data Subject Rights

Parents, students, and staff have the following rights regarding their personal data:

- Right to access: You may request a copy of your personal data or your child's data held by the school.
- Right to correction: You may request correction of inaccurate or outdated data.
- Right to withdraw consent: You may withdraw consent for specific uses of personal data at any time.
- Right to deletion: In certain circumstances, you may request the deletion of personal data that is no longer necessary.
- Right to restrict processing: You may request limitations on how your data is processed in certain circumstances.

7. Contact Information

For any inquiries, requests, or complaints regarding personal data, please contact our Data Protection Officer (DPO) at:
Data Protection Officer (DPO)

Summer International Secondary School (SISS)

Glo Damansara Level 3, Kuala Lumpur, MY

Email: admin@siss.edu.my

Phone: 012 - 377 8932

8. Updates to the Privacy Notice

SISS reserves the right to amend this Privacy Notice from time to time to reflect changes in our practices or legal requirements. Any updates will be communicated through the school's website or directly via email.