

PUSAT TUISYEN PERINTIS (JM0331498-P)

PRIVACY STATEMENT

1.0 This Privacy Statement sets out how Pusat Tuisyen Perintis (JM0331498-P) and its holding including :-

- (a) Kumpulan Pendidikan Perintis Sdn.Bhd (879327-W)
- (b) YK Educational Group Sdn.Bhd.(1101443-W)
- (c) YK Premier Education Group Sdn.Bhd.(1102441-P)

(Collectively referred to “Perintis Group”, “Perintis”, “us” or “we”) collect, store and handle personal data as stated below accordance with the Personal Data Protection Act 2010 (“PDPA”) and the laws of Malaysia.

1.1 While PDPA provides that the personal data can only be processed by the data user for lawful purpose upon your consent given. Please note that your rights under PDPA are qualified by six (6) exceptions where such processing is necessary for:-

- (a) the performance of a contract to which you are a party;
- (b) taking of steps, at your request, with a view of entering into a contract;
- (c) compliance with any legal obligation to which you is the subject, other than a contractual obligation;
- (d) protecting the vital interests;
- (e) the administration of justice; and
- (f) the exercise of any functions conferred on any person under the law

1.2 By providing your personal data to us and/or by your conduct of request the service from us and/or or continuing to use any service provided by Perintis, you are consenting to your personal data being processed by Perintis.

1.3 Perintis will retain any or all the foregoing information provided by you as long as Perintis Group deems reasonably required.

1.4 In this Privacy Statement:-

- (a) **“The Site” or “our site”** means www.perintis.my

- (b) **“personal information”** means any information in the possession or control of Pusat Tuisyen Perintis (JM0331498-P) any holding, related, or subsidiary companies (as defined in the Companies Act 1965), our affiliates and business associates that relates directly or indirectly to you (or any other individual).
- (c) **“processing”** in relation to personal data, means collecting, recording, holding or storing the personal data or carrying out any operation or set of operations on the personal data including adaptation or alteration of personal data, disclosure of personal data by transmission, transfer, dissemination or otherwise making available or the alignment, combination, correction, erasure or destruction of personal data.
- (d) **“Sensitive Personal Data”** is any information as to your physical or mental health, political opinions, religious beliefs, or other beliefs of other similar nature, the commission or alleged commission by you of any offence and any other data as may be determined by the Minister to be sensitive personal data.
- (e) **“service”** any service and/ or exchange of service including education service provided by any holding, related, subsidiary companies, affiliates and business associates of Perintis.

1.5 We may make modifications to this Privacy Statement from time to time. In the event of such revision and/or modification, Perintis will communicate such revision and/or modification at the site.

1.6 In view the above, by continuing request for any service from Perintis after the communication of such revision and/or modification, you are accepting and consenting to such revision and/or modification. Please contact Perintis in the event you do not agree to such revision and/or modification and depending on the nature of such revision and/ or modification, it may impact Perintis ability to provide the relevant service to you.

2.0 **Personal Data that we collect from you**

2.1 Each time before you required Perintis to provide any service to you, Perintis will request the personal information marked as mandatory that you must provide and agree to the processing of this personal information by us. If you do not agree to provide this personal information to us nor agree to us processing it in the manner set out in this Privacy Statement, then Perintis will be unable to provide the relevant service to you.

2.2 We will collect the following details of the child who is going to request and/or engage with the service provided by us :-

- (a) Name;
- (b) Age;
- (c) Date of Birth;
- (d) Gender;
- (e) Birth Certificate Number (including a photocopy of birth certificate);
- (f) Race;
- (g) Religion;
- (h) Name of Previous School;
- (i) Location of the Previous School;
- (j) Residential Address;
- (k) Name, Age, Gender and Name of School of the sibling's of the Child;
- (l) Health record of the Child including but not limited to Allergy, Illness, symptom, Family Doctor's Name, Address & Contact Number);and
- (m) Image and/or Photograph

2.3 Perintis will collect the following personal data of the parent(s) of the child and/or the Guardian of the Child:-

- (a) Email Address (for contact purpose);
- (b) Name;
- (c) Identification Card Number (including the photocopy identification card);
- (d) Designation and/or occupation;
- (e) Name of the Company (currently working by the parent(s)or guardian);
- (f) Office address;
- (g) Office and /or handphone number

2.4 Perintis collects the personal information directly as provided by you and in one instances you may need to provide to Perintis personal information about someone other than yourself (for example any person who is entrusting by you to fetch your child). If so, we rely on you to inform these individuals that you are providing their personal information to us including and not limited to the person name, identification card number, the relationship between the person and the child and contact number of that particular person. In view thereof, you have to make sure that they consent to you giving us their information to us and to advise them about where they can find a copy of this Privacy Statement (on our website www.perintis.my)

2.5 Perintis will collect general information to you before you engage and/or request for our service :-

(a) How did you know our service?

(b) The main factors for you to engage and/or request for service.

2.6 You are responsible for providing accurate and complete information to us about yourself and any other person whose personal information you provide us and for updating this personal information as and when it becomes incorrect or out of date by contacting Perintis.

3.0 Non –Personal identification information

3.1 We may collect non-personal identification information about users whenever they interact with our Site. Non-personal identification information may include the browser name, the type of computer and technical information about Users means of connection to our Site, such as the operating system and the Internet Service providers utilized and other similar information.

3.2 We may track your visits to any our Site by placing a “cookie” on your computer’s hard drive or mobile phone when you enter. Cookies are pieces of information that websites transfer to the hard driver of your computer or mobile phone for record-keeping purposes. The use of cookies is now an industry standard , and you will find them used on most major web sites and in fact, most browsers are initially set up to accept cookies.

3.3 Your IP address and information about your visit (such as time, date, duration etc) will be automatically picked up by our systems. The online channels may contain links to 3rd parties sites and Perintis will always try to make it clear when you leave our sites as Perintis **is not responsible** for

a) such 3rd parties sites; and

b) information which you made available at such 3rd parties sites.

As such, it would be prudent for you to check on the privacy policy of such 3rd parties before disclosing your personal information to such third parties and/or sites.

4.0 **Purposes for collecting personal information**

4.1 The purposes for which Perintis processes your personal information are as follows:

- (a) to verify your identity and your child's identity;
- (b) to detect and prevent fraudulent activity;
- (c) to provide and process the service that you have requested;
- (d) to administer and manage the service provided by us to you (including charging, billing, facilitating payments and collecting debts);
- (e) to contact you and/or any person entrusted by you should there is any emergency;
- (f) to ensure the safety of your child;
- (g) to investigate and resolve any billing queries, complaints or other enquiries that you submit to us;
- (h) to assist Perintis to monitor and improve the service provided to the customer and make these more efficient;
- (i) to maintain and develop our business systems and upgrading the quality of service provided to our customer; and
- (j) to send you seasonal greetings cards, emails or messages

5.0 **Disclosure of your personal data**

5.1 Sometimes Perintis needs to disclose your personal data to 3rd parties outside Perintis. The following are the classes of 3rd parties to whom Perintis may disclose your personal information:-

- (a) data processing services;
- (b) installations services;
- (c) maintenance and repair services;
- (d) information technology services

(e) billing and debt recovery functions

5.2 Other than the aforesaid situation, Perintis may disclose your personal data under the following situations:-

- (a) to regulatory bodies, governmental bodies or other authorities if required or authorized to do so to discharge any regulatory function, under any law or in relation to any order or judgment of a court;
- (b) to regulatory bodies, governmental bodies or other authorities for the purpose of detection or prevention of crime, illegal/unlawful activities or fraud or for the apprehension or prosecution of offenders, or for an investigation relating to any of these;
- (c) to any party involved in or related to a legal proceeding (or prospective legal proceeding), for purposes of the legal proceedings;
- (d) to any holding, subsidiary, related, affiliates and business associate companies [which make up the Perintis] Group for the purposes of establishing and maintaining a common database of customers;
- (e) to Perintis's agents or contractors (including debt collection agencies for the purposes of recovering any amount due to Perintis from you);
- (f) to payment channels including without limitation, financial institutions for purposes of maintaining financial records, assessing or verifying credit and facilitating payments of any amount due to Perintis in connection with the service you have acquired from us;
- (g) to Perintis professional advisors on a need to know basis for the purpose of those advisors providing advice to us; and
- (h) otherwise as permitted under Malaysian law, including without limitation, the Personal Data Protection Act 2010

6.0 **Your acceptance of these terms**

By continue and/or using any service provided by Perintis is the conduct signifies your acceptance of this policy and agrees this Privacy Statement forms an integral part of terms and conditions for any service provided by Perintis .

7.0 **Privacy Statement in English Version will prevail**

We make it clear that the privacy statement in English version will prevail should there is any dispute or issue pertaining to the interpretation of this privacy statement.