

NOTICE PURSUANT TO PERSONAL DATA PROTECTION ACT, 2010 (Student)

The Personal Data Protection Act 2010 (“the Act”) is an Act that is passed by the Malaysian government to regulate the processing of personal data. This Notice is issued pursuant to the provisions of the Act and serves to inform you of how your personal data is being processed and your rights under the Act. Further, we hereby seek your consent for the processing of your personal data.

This personal data notice applies to any person whose personal data is processed by or on behalf of ECM Libra Foundation (hereinafter referred to as “ECMLF”, “our”, “us” or “we”).

1. Subject to the relevant laws, including the guidelines, rules, regulations and codes issued by the relevant authority, ECMLF may use your personal data for the following purposes (“Purposes”):
 - a. To process applications for study loan.
 - b. To enable us to discharge our contractual obligations;
 - c. To evaluate and monitor provision of the study loan;
 - d. To understand your needs ;
 - e. To enable the resolution of a concern or complaint;
 - f. For evaluation and due diligence purpose;
 - g. to communicate with you;
 - h. To enable us to discharge our duties and obligations under the applicable written law, rules, regulations, guidelines and/or codes or any arrangement with any relevant authorities or bodies authorized by the relevant local or foreign laws; and
 - i. For any other purpose that is incidental or ancillary or in furtherance to the above Purposes.
2. The personal data processed by us may include data collected from you on application forms or procured from third parties (including from the university / college where you study) such as your name, contact details, email address, personal data about the loan granted to you and any other personal data required for the Purposes set out in paragraph 1 above.
3. Your personal data may be collected from various sources, including information you have provided us, information from third parties and information in the public domain.
4. You may at any time hereafter make inquiries, complaints and request for access to, or correction of, your personal data or limit the processing of your personal data by submitting such request to us via post or email as set out below.

Address:

ECM Libra Foundation
Bangunan ECM Libra, 8 Jalan Damansara Endah
Damansara Heights, 50490 Kuala Lumpur
Telephone No: 03-2089 1888

We may charge an administrative fee for providing access in accordance to your request.

5. We wish to highlight that it is essential for you to provide us with your personal data as requested from time to time and consent to the continuous processing (including collecting, storing, holding and retaining) of your personal data (including personal data already provided prior to the date of this Notice), and if you choose not to supply us with your personal data or if you are no longer agreeable to us processing, retaining, holding or storing your personal data, we may not be able to carry out the purpose for which you have provided us the personal data or properly perform or discharge our obligations to you.

**Note: This Notice is issued in English and Malay language. By signing either one of the versions, it shall be deemed that you have read both the versions.*

6. Your personal data will be kept confidential but subject to relevant laws, your personal data may be disclosed to the following for the Purposes set out in paragraph 1 above:
- a. our parent company, subsidiaries, related and associated companies;
 - b. any person that is required to comply with the relevant law, regulations, rules and codes;
 - c. our licensees, partners, joint venture parties and service providers;
 - d. the Securities Commission, Bank Negara Malaysia, the Police, the Malaysian Anti-Corruption Commission, Companies Commission of Malaysia, Registrar of Societies and other supervisory, governmental or regulatory authority;
 - e. any relevant authority or body;
 - f. auditors, lawyers, professional firms or entities and any other person which ECMLF may deem necessary for its activities' purpose.

notwithstanding that any such persons may be outside Malaysia, for any of the above Purposes or any other purpose for which your personal data was to be disclosed at the time of its collection or any other purpose directly related to any of the above Purposes or where such disclosure is required or authorized by law or by the order of a court.

7. Your personal data may be stored or transferred to locations and systems outside Malaysia.

We are committed in ensuring the confidentiality, protection, security and data capture accuracy of your personal information made available to us. In this regard, it is important that all personal information submitted by you are, and shall remain, accurate, not misleading, updated and complete in all aspect.

Kindly signify your consent to the processing of your personal data in accordance with all of the foregoing by signing at the bottom of this letter and returning the same to us within seven (7) days from the date of this Notice.

Thank you.

Dated day of 2014

Yours faithfully,
For and on behalf of ECM Libra Foundation

.....
Name:
Designation:

CONSENT

I, (NRIC No:) hereby consent to the processing of my personal data in accordance with all of the foregoing.

.....
Name:
NRIC No:

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