

PUSAT TUISYEN KASTURI'S DATA PROTECTION POLICY

Introduction

Pusat Tuisyen Kasturi is committed to protecting the privacy and confidentiality of personal data that we collect, process and store in the course of our business operations. This Data Protection Policy sets out our obligations and responsibilities to ensure that we comply with relevant data protection laws and regulations.

Scope

This policy applies to all employees, contractors, and agents of Pusat Tuisyen Kasturi who handle personal data. This policy applies to all personal data collected, processed, and stored by Pusat Tuisyen Kasturi, regardless of the format or medium in which it is held.

Data Collection, Use and Disclosure

3.1 We will only collect personal data that is necessary for the purposes of providing our services to our customers or for complying with legal or regulatory requirements.

3.2 We will use personal data only for the purposes for which it was collected or as otherwise permitted by applicable laws and regulations.

3.3 We will disclose personal data only to third parties where necessary for the provision of our services or where required by law or regulation.

Data Accuracy

We will take all reasonable steps to ensure that personal data collected by us is accurate, complete and up-to-date.

Data Retention

We will retain personal data only for as long as necessary for the purposes for which it was collected, or as required by law or regulation.

Data Security

6.1 We will implement reasonable technical and organizational measures to protect personal data against unauthorized access, disclosure, alteration, or destruction.

6.2 We will ensure that access to personal data is restricted to authorized persons who require access to perform their duties.

6.3 We will regularly review and test our security measures to ensure that they remain effective.

Data Subject Rights

7.1 We will ensure that data subjects are informed of their rights in relation to their personal data, including their right to access, correct, delete, and object to the processing of their personal data.

7.2 We will provide data subjects with a means to exercise their rights in relation to their personal data, including by providing them with a contact point to make requests or complaints.

Training and Awareness

8.1 We will provide regular training to our employees, contractors, and agents on the importance of data protection and their responsibilities under this policy.

8.2 We will raise awareness among our employees, contractors, and agents about the risks and consequences of data breaches and the measures they can take to prevent them.

Data Breach Management

9.1 We will establish and maintain a data breach management process that enables us to promptly identify, assess, and mitigate the impact of any data breaches.

9.2 We will notify affected individuals and authorities where required by law or regulation.

Compliance Monitoring

10.1 We will monitor our compliance with this policy and applicable data protection laws and regulations.

10.2 We will periodically review and update this policy as necessary to ensure that it remains effective and compliant with applicable laws and regulations.

Conclusion

Pusat Tuisyen Kasturi takes the protection of personal data seriously and is committed to complying with applicable data protection laws and regulations. All employees, contractors, and agents of Pusat Tuisyen Kasturi must comply with this policy and take responsibility for the protection of personal data in their care.