



## XCL Education Malaysia – Privacy Notice (Admissions)

This summary Privacy Notice is provided to parents and guardians at the point of student application and enrolment. It explains how XCL Education Malaysia collects and uses personal data in accordance with the Personal Data Protection Act 2010 (PDPA).

### 1. Who We Are

Data User / Data Controller: XCL Education Malaysia

XCL Education Malaysia is responsible for the personal data collected during the application, enrolment, and education of students.

### 2. What Personal Data We Collect

We may collect personal data relating to:

Students - Name, identification details, date of birth - Academic records, assessments, attendance - Health, medical, learning support, and safeguarding information - Photographs, images, and video recordings

Parents / Guardians - Names and contact details - Identification and emergency contact information - Billing and payment information

Some information may be classified as *sensitive personal data* and is handled with additional safeguards.

### 3. Why We Collect Personal Data

Personal data is collected and used for purposes including:

- Processing applications and enrolment
- Providing education, pastoral care, and student support
- Safeguarding and promoting student wellbeing
- Communicating with parents and guardians
- Meeting legal, regulatory, and inspection requirements
- Ensuring school safety and security

### 4. Who We Share Personal Data With

Where necessary, personal data may be shared with:

- Regulatory or government authorities
- Examination and accreditation bodies
- Health, safeguarding, or welfare agencies
- Approved service providers supporting school operations

All third parties are required to protect personal data and use it only for authorised purposes.

### 5. How We Protect and Retain Data

We take reasonable steps to protect personal data against unauthorised access, loss, or misuse.

Personal data is retained only for as long as necessary to fulfil its purpose or to meet legal requirements, after which it is securely destroyed or anonymised.

### 6. Your Rights

Under the PDPA, you have the right to:

- Request access to personal data held about you or your child



- Request correction of inaccurate or incomplete data
- Withdraw consent where applicable, subject to legal or educational obligations

Requests should be made in writing using the contact details below.

#### 7. Consequences of Not Providing Data

If required personal data is not provided, we may be unable to:

- Process your child's application or enrolment
- Provide appropriate educational or support services
- Meet our legal and regulatory obligations

#### 8. Contact Us

For questions, requests, or concerns relating to personal data:

**Data Protection Officer / Responsible Officer**

XCL Education Malaysia

Email: [s.sriganesh@xcledu.my](mailto:s.sriganesh@xcledu.my)

**Full Privacy Notice**

A full version of our Privacy Notice is available on request or via our official school website.

*This summary is issued pursuant to Section 7 of the Personal Data Protection Act 2010 (PDPA).*