

PRIVACY NOTICE

Institute of Technology PETRONAS Sdn. Bhd. (“ITPSB” or “We”) are committed to protecting and respecting your privacy.

This Privacy Notice (“Privacy Notice”) explains what personal data we collect about people who visit our website (“Website”), when and why we collect it, how we use it, the conditions under which we may disclose it to others, and how we keep it secure. Please read it carefully to understand our views and practices regarding your personal data and how we will treat it.

WHO WE ARE

Institute of Technology PETRONAS Sdn. Bhd. (ITPSB) is a wholly owned subsidiary of PETRONAS and is the registered owner and manager of Universiti Teknologi PETRONAS, a private higher educational institution. ITPSB registered address is Tower 1, PETRONAS Twin Towers, Kuala Lumpur City Centre, 50088 Kuala Lumpur, Malaysia.

INFORMATION GATHERING AND USAGE

We may collect information about you when you actively interact with our Website, for example when you contact us for further information, register for job alerts, or take part in any of our online or digital initiatives.

We may collect your personal data which you voluntarily provide to us through our Website such as your name, your contact information such as your address, email address, telephone number, information which is collected from you automatically such as your log-in information, browser type, operating system, and URL information, and such other information depending on the purpose of your visit to our Website.

We may use personal data that we obtain from you:

- in respect of personal details and contact information which you have provided to us, to identify you and personalise any communications with you;
- in respect of information which is collected from you automatically, to ensure that content is presented in the most effective manner for you and for your computer, to allow you to participate in interactive features of our Website, when you choose to do so, as well as being part of our efforts to keep our Website safe and secure;
- to obtain information about your preferences, online movements and use of our Website;
- to carry out research and statistical analysis to help improve our content, our products and services and to help us better understand your requirements and interests;
- to target our marketing and advertising campaigns more effectively by providing interest-based advertisements that are personalised to your interests, and to make your online experience more efficient and enjoyable;
- depending on the extent of consent obtained from you to process, facilitate, administer and provide you with our products and services, to carry out, manage and maintain your relationship with us, your commercial transactions and dealings with us, to send you promotional materials relating to our products and services, or promote products and services of our partners or such third parties which we think may be of interest to you; and

- in other circumstances, such purposes that are necessary or directly related to your relationship with us or where it is permitted under the applicable laws.

When we collect personal data from you through our Website, we will only do so when needed for fulfilment of one of the purposes set out above.

Processing your personal data, and obtaining your consent

Where we rely on your consent for processing your personal data, you may withdraw your previous consent to this processing at any time, by contacting us by using the contact details below. Please note, however, that withdrawing your consent will not affect the lawfulness of processing based on your previous consent prior to withdrawal.

There may be instances where we process your personal data for our legitimate interests or on the basis of other lawful grounds (i.e., because we have established a relationship with you and need to process your personal data in order to provide you with the information and/or services you have requested), without having obtained your consent – this applies where our processing activities are governed by the applicable laws of certain jurisdictions in which we operate that do not require consent to have been obtained where there are legitimate interests and/or other lawful grounds to process the relevant personal data.

We do not seek your consent in such cases largely so that we provide you with services in an efficient way (or where in some cases it might not be possible for us to seek your consent because we *must* process personal data, for example, for the detection of fraud). Before processing your personal data, we will consider your rights and freedoms and will only commence such processing where we do not think your rights will be infringed.

Storage of your information

All information you provide to us is stored on our secure servers. We maintain appropriate administrative, technical and physical safeguards to protect against loss, misuse or unauthorized access, disclosure, alteration or destruction of the personal data you provide to us in accordance with applicable laws.

Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Period for which we store your personal data

We only keep your personal data for as long as we require it in order to fulfil the purpose for which it was collected or provided to us (unless a legal obligation requires us to keep it for longer).

Transfers of your information

We limit access to personal data we collect about you to our employees and third-party agents (where your consent has been obtained), who we reasonably believe need to have access to your information

to provide you with the information or services you request from us. Such third parties may include:

- other members of the PETRONAS group of companies;
- our approved sub-contractors, business partners, suppliers, or other third-party organizations providing administrative, IT or other services to ITPSB or any member of the PETRONAS group of companies;
- analytics and search engine providers that assist us in the improvement and optimization of our site;
- advertisers and advertising networks that require the data to select and serve relevant adverts to you and others; or
- third parties in connection with the transfer of all or any part of our business or assets.

PETRONAS refers to “Petroliam Nasional Berhad”, Malaysia’s fully integrated oil and gas multinational with its parent company registered in Malaysia with company number 20076-K with address at Tower 1, PETRONAS Twin Towers, Kuala Lumpur City Centre, 50088 Kuala Lumpur, Malaysia.

We will also disclose your personal data to third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or to protect the rights, property, or safety of ITPSB and the PETRONAS group of companies, our customers, or others.

As part of the services offered to you through this Website, the information which you provide to us may in some instances be transferred to countries outside of the European Economic Area (“EEA”). The data protection laws in such countries may not provide the same level of protection for your personal data as provided for under European data protection laws. However, when we transfer your information outside of the EEA in this way, we take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Privacy Notice. You can obtain further details about these security measures by contacting us at the contact details set out below.

If we transfer your personal data, we will always do so under strict conditions of confidentiality and similar levels of security safeguards.

YOUR RIGHTS UNDER EUROPEAN UNION LAWS, IF APPLICABLE

The General Data Protection Regulation (Regulation EU 2016/679) (“GDPR”) was adopted in the European Union (“EU”) on 27 April 2016 and takes full effect from 25 May 2018.

Occasionally, we (ITPSB) might receive or collect through our Website the types of personal data described in this Privacy Notice from individuals who are located in the EU or the EEA when accessing our Website. If and to the extent that the GDPR applies to our processing of your personal data as described in this Privacy Notice, please note that you may have the following rights:

- Access. You may contact us at any time in order to request access to the personal data we hold about you. We will confirm whether we are processing your personal data, provide details of the categories of personal data concerned and the reasons for our processing. We can also provide you with a copy of your personal data on request.
- Rectification. If the information we hold appears to be inaccurate we will not use it, and not

allow others to use it, until it is verified. You can ask us to correct or complete your personal data by contacting us at any time. To the extent reasonably possible, we will inform anyone who has received your personal data of any corrections we make to it.

- **Restriction**. In certain circumstances, it may be possible to require us to limit the way in which we process your personal data (i.e., require us to continue to store your personal data, but not otherwise process it without your consent).
- **Erasure**. You may ask to have the information on your account deleted or removed. We will try to do so promptly, and, to the extent reasonably possible, we will inform anyone who has received your personal data of your request. However, we must keep track of certain transaction information, such as past purchases and similar information, for legal compliance purposes, so we may not be able to fully delete your information in certain circumstances.
- **Receiving/transferring your personal data**. You may also ask us to send you the personal data we hold on you in an electronic, structured and user-friendly format, or you may ask us to send this data to another entity. Please note that if you choose to ask us to send your personal data to you or another party, this may impact our ability to provide the products and services you requested.
- **Object**. Where we are processing your personal data without your consent to pursue our legitimate interests, you may object to us processing your personal data. In particular, where we are using your personal data to contact you for marketing purposes, you may object to such processing at any time.
- **Automated decision-making**. You have the right to be informed of any automated decision-making, including profiling, used in connection with your personal data, and we will provide information about the logic we apply, as well as the significance and consequences of such processing.
- **Complaints**. If you are located in the EEA and you believe that our processing of your personal data is in breach of data protection law, you have the right to lodge a complaint with the relevant data protection supervisory authority in the country where you are based or any place in the EEA where you believe the infringement has occurred. A list of EU national data protection authorities can be found [here](#). You may also contact us at any time if you wish to complain about our processing of your personal data.

SECURITY

We limit access to personal data that we collect about you to our employees and third-party agents, who we reasonably believe need to have access to your information to provide you with the information or services you request from us. We have reasonable security measures in place to help protect against the loss, misuse and alteration of the information under our control. While we cannot guarantee that loss, misuse or alteration to data will not occur, we ensure that our systems adhere to market security standard so as to help safeguard against such occurrences.

CHANGES TO YOUR DETAILS OR PREFERENCES

We aim to keep our records as up-to-date and accurate as possible. You can review, change or delete the details supplied to us through this Website by contacting us at the contact details set out below. Depending on your location and the nature of our personal data processing activities, the laws of jurisdictions such as the EU might apply to our processing of your personal data. Depending on the applicable laws of the jurisdiction, you may have the right to ask us not to process your personal data for marketing purposes. To the extent required by such applicable laws, we may inform you (before

collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes.

You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data, or by contacting us at the contact details set out below. Please note that if you ask us to delete your data this may impact on our ability to provide the services you request. In addition, we may keep track of certain information for legal compliance purposes, so we may not be able to fully delete it in certain circumstances.

COOKIES AND SIMILAR TECHNOLOGIES

ITPSB, our affiliates and our third-party providers set and use cookies and similar technologies in order to distinguish you from other users of our Website, to provide a better experience when you browse our Website, and to improve the Website's performance and usefulness. The use of cookies and similar technologies is standard across websites and applications through which information is collected about your online activities.

A cookie is a small data file that websites place on your hard drive when you visit. A cookie file can contain information such as a user ID that tracks the pages you've visited within that site. The cookies on this website are primarily used to recognize that a user has visited the website previously and to track user traffic patterns. We do not correlate this information with data about individual users, nor do we share this information or sell it to any third party.

Managing Cookies

If you prefer not to receive cookies through the Website, you can set your browser to warn you before accepting cookies and refuse the cookie when your browser alerts you to its presence. You also can refuse all cookies by turning them off in your browser. For more information about cookies, including how to set your browser to reject cookies, visit www.allaboutcookies.org.

Cookie Expiration

The cookies will remain on your computer after the browser is closed. Until removed, the cookies will become active again when the website is reopened. Cookies can be deleted by you, at any time, and will not collect any information when you are not accessing the website.

LINKS TO THIRD PARTY WEBSITES

Our site may, from time to time, contain links to and from the websites and social media channels of our partner networks, advertisers and affiliates. If you follow a link to any of these websites or channels, please note that these websites or channels have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites or channels.

CHANGES TO OUR PRIVACY NOTICE

Any changes we make to our Privacy Notice in the future will be posted on this page. Please check

back frequently to see any updates or changes to our Privacy Notice.

LANGUAGE

In accordance with the requirement of Malaysian data protection and privacy law, this Privacy Notice is issued in both English and Bahasa Malaysia. In the event of any inconsistencies or discrepancies between the English version and the Bahasa Malaysia version, the English version shall prevail.

HOW YOU CAN CONTACT US

Any questions, comments and requests regarding this Privacy Notice are welcomed and should be addressed to:

Legal Services Office

Address : Level 4, Chancellor Complex,
Universiti Teknologi PETRONAS
32610 Bandar Seri Iskandar
Perak

Email : utp.pdp@utp.edu.my

PRIVACY NOTICE FOR PROSPECTIVE STUDENT, STUDENT AND ALUMNI

Institute of Technology PETRONAS Sdn. Bhd. (“ITPSB” or “We”) is committed to protecting and respecting your privacy.

Reference to “PETRONAS” herein refers to Petroliam Nasional Berhad (PETRONAS) and its subsidiaries and controlled companies. The expression “PETRONAS” is used for convenience where references are made to PETRONAS group of companies in general. The companies in which Petroliam Nasional Berhad (PETRONAS) has direct or indirect shareholding are distinct legal entities.

Institute of Technology PETRONAS Sdn. Bhd. (ITPSB) is a wholly owned subsidiary of PETRONAS and is the registered owner and manager of Universiti Teknologi PETRONAS, a private higher educational institution.

This Privacy Notice for Prospective Student, Student and Alumni (“Privacy Notice”) explains what personal data we collect about the prospective student, our students and alumni, when and why we collect it, how we use it, the conditions under which we may disclose it to others, and how we keep it secure. Please read it carefully to understand our views and practices regarding your personal data and how we will treat it.

1. Collection of Personal Data

Types of Personal Data Collected

ITPSB may collect, store, use and otherwise process certain individually identifiable data about you as a prospective student, student and alumni (“Personal Data”) to the extent permitted by applicable law, includes but not limited to your:

Name, identity card number/passport number, date of birth, age, gender, contact information, citizenship, photo, education history, language skills and other characteristics, executed documents in connection with your studies application, studies, interview assessment forms, and immigration documents.

ITPSB may collect Personal Data both internally and externally from a number of sources, including public records, and such other permissible or authorized sources.

ITPSB may also collect, use and process certain information regarding your parents or guardian or family members for emergency contact. Where you provide Personal Data about your parents or guardian or family members, it is your responsibility to inform them about the processing of their Personal Data by ITPSB for the purposes and in the manner described in this Privacy Notice. You must also inform them about their rights of access, rectification and deletion in accordance with applicable law and must obtain their consent, where necessary, to the processing and transfer of their Personal Data as set out herein.

ITPSB will not collect, use or process any Personal Data that is prohibited by applicable law. The type of Personal Data actually collected by ITPSB may vary from jurisdiction to jurisdiction, and in some jurisdictions, ITPSB might not collect all of the categories of Personal Data listed above.

Moreover, in addition to the Personal Data listed above, ITPSB in accordance with applicable law, may also collect limited sensitive Personal Data that includes but not limited to: (i) physical and/or medical health; (ii) racial or ethnic origin; (iii) information in relation to criminal convictions; (iv) information about religious beliefs; and (v) information about political opinions (“Sensitive Personal Data”).

Unless otherwise expressly stated, Personal Data would for purposes of this Privacy Notice include reference to Sensitive Personal Data.

2. Processing of Personal Data

ITPSB stores and otherwise processes Personal Data for the following purposes:

- a. for your studies application;
- b. for the purpose of your studies;
- c. for administering your studies;
- d. for alumni matters;
- e. for the purposes of communicating with you.
- f. for marketing purposes and/or to promote offers and services to you;
- g. in connection with litigation, internal investigations and similar matters or proceedings to the extent authorized by applicable law; and
- h. in connection with other university related matters.

ITPSB may use your Personal Data for direct marketing purposes, but only where you have given us your express consent to do so by means of a specific opt-in to direct marketing.

There may be instances where we process your personal data for our legitimate interests or on the basis of other lawful grounds without having obtained your consent – this applies where our processing activities are governed by the applicable laws of certain jurisdictions in which we operate that do not require consent to have been obtained where there are other lawful grounds to process the relevant personal data.

Our legitimate interests may include:

- a. internal administrative purposes,
- b. monitoring for safety, health or management purposes,
- c. IT and network security, and
- d. monitoring ITPSB compliance with legal and regulatory requirements and internal policies.

We do not seek your consent in such cases largely so that we provide you with services in an efficient way (or where in some cases it might not be possible for us to seek your consent because we *must* process personal data, for example, for the detection of fraud or where

required by enforcement or regulatory authorities). Before processing your personal data, we will consider your rights and will only commence such processing where we do not think your rights will be infringed.

ITPSB will only process Sensitive Personal Data where:

- (i) explicit consent to the processing of your Sensitive Personal Data for specific purposes is given, or
- (ii) such processing is legally required by, or necessary for ITPSB or for you to exercise rights under, employment and under other applicable law.

3. Disclosure of Personal Data

We may transfer your Personal Data to other companies within the PETRONAS group of companies, for any of the purposes stated under paragraph 2 above.

ITPSB may disclose your Personal Data to third party service providers in connection with your studies at the university (e.g., banks, insurance companies, hospitals) and to third party service providers in connection with information technology support, financial, debt recovery (e.g., software maintenance, data hosting, and debt recovery agency).

ITPSB may also share Personal Data with external advisors (e.g., lawyers, accountants and auditors) and with your future employers in furtherance of your job application.

ITPSB will:

- (i) exercise appropriate due diligence in the selection of such third party service providers advisors, future employers and any third party purchasers.
- (ii) require via appropriate contracts that such third party service, advisors, future employers and any third party purchasers providers maintain adequate security measures to safeguard Personal Data, and process Personal Data only for the specific purpose as provided for under paragraph 2 above.

ITPSB may also disclose Personal Data to governmental agencies and regulators, social organizations, sponsorship agencies, courts and other tribunals and government authorities, or to the extent required by applicable legal obligations.

4. Cross-Border Transfers of Personal Data

ITPSB may from time to time transfer Personal Data to any other company within the PETRONAS group of companies, or to such other affiliated companies for the purposes as described at paragraph 2 above, whether within or outside the jurisdiction where ITPSB is located. Such affiliates may be located in a jurisdiction that may not provide a level of protection equivalent to that provided by the laws of your home country.

A list of the companies and affiliates in the PETRONAS group of companies Group and their jurisdiction can be found on PETRONAS' website.

Please review the list periodically. Where such transfers occur, ITPSB shall ensure that the relevant PETRONAS group of companies, or such other affiliated companies to whom personal data is transferred, shall provide comparable level of protection as we provide with respect to the Personal Data that we collect, process, store and disclose.

Transfers out of the EEA:

Any transfer of Personal Data from within the European Economic Area (“EEA”) to a country outside of the EEA that has not been recognised by the EU Commission as providing an adequate level of data protection within the meaning of the General Data Protection Regulation will be made subject to “appropriate safeguards” being in place to ensure the protection of your Personal Data.

Appropriate safeguards include:

- (i) legal agreements between public authorities or bodies;
- (ii) binding corporate rules;
- (iii) a code of conduct approved by a supervisory authority;
- (iv) a certification mechanism approved by a supervisory authority; or
- (v) data transfer agreements based on the EU Commission standard contractual clauses for the transfer of data to third countries.

In the absence of an adequacy decision and where appropriate safeguards are unavailable, transfers may take place on the basis of your consent. In such a situation, we will inform you of the possible risks associated with such a transfer.

Alternatively, we may transfer your personal data where necessary

- (i) in connection with the performance of your studies;
- (ii) for reasons of public interest, or
- (iii) in connection with a legal claim.

For the avoidance of doubt, the foregoing provision shall apply also in case we carry out onward transfer of Personal Data to any other PETRONAS group of companies outside of the EEA (including those established in countries that have not been recognised by the EU Commission as providing an adequate level of data protection within the meaning of the GDPR).

5. Prospective Student, Student and Alumni’s Rights in Relation to Personal Data

ITPSB will maintain Personal Data for as long as ITPSB is required to do so by applicable law(s), or for as long as necessary for the purpose(s) for which it was collected. ITPSB will delete Personal Data when it is no longer needed in accordance with applicable law.

Where you have given your consent to the processing of your Personal Data, you may withdraw this consent at any time by writing to us. Withdrawal of your consent will not affect the lawfulness of any processing of your Personal Data that took place before you withdrew consent. Withdrawal of consent may however impact your ability to remain as a student.

Where entitled under the applicable laws, you are entitled to obtain access to or to request the rectification or deletion of Personal Data that ITPSB holds about you. You may also object, on grounds relating to your particular situation, to the collection and processing of your Personal Data, and, in certain circumstances, you may request that ITPSB restricts the processing of your Personal Data. If you would like to request access to, modification or deletion of, ask any questions about, object to, or request a restriction of the processing of your Personal Data, or discuss a transfer of your Personal Data, please contact us at the contact details provided below. Should you wish to make a complaint in relation to ITPSB's processing of your data, you may also contact us, in which case we will make every reasonable effort to assist you with your concerns.

6. Changes to this Privacy Notice

We reserve the right to update and amend this Privacy Notice from time to time. We will notify you of any amendments to this Privacy Notice via UCampus system and/or UTP Website and, where appropriate, notified to you by e-mail.

7. Language

In accordance with the requirement of local data protection and privacy law, this Privacy Notice is issued in both English and Bahasa Malaysia. In the event of any inconsistencies or discrepancies between the English version and the Bahasa Malaysia version, the English version shall prevail.

8. How You Can Contact Us

Any questions, comments and requests regarding this Privacy Notice are welcomed and should be addressed to:

Legal Services Office

Address : Level 4, Chancellor Complex,
Universiti Teknologi PETRONAS
32610 Bandar Seri Iskandar
Perak

Email : utp.pdp@utp.edu.my

PRIVACY NOTICE FOR VISITOR

This Privacy Notice for Visitor (“Notice”) is issued pursuant to the Personal Data Protection Act 2010 (“Act”) and for the purpose of this Notice, "Personal Data" shall have the meaning as ascribed to it under the Act.

This Notice applies to the persons governed under the Act and serves to inform you how your Personal Data is controlled, processed and/or used by Institute of Technology PETRONAS Sdn. Bhd. (“ITPSB”), a company incorporated under the Companies Act 2016 which owns and manages Universiti Teknologi PETRONAS (“UTP”) located at 32610 Bandar Seri Iskandar, Perak Darul Ridzuan. ITPSB and UTP shall hereinafter be collectively referred to as “UTP”.

For the purpose of this Notice, Personal Data includes data collected and to be collected before and after issuance of this Notice.

1. Collection of Personal Data

The personal information you voluntarily provide for the registration of your entry to UTP is to enable UTP to:

- register and contact you about your entry in UTP;
- for security and safety;
- for data analytics; and
- for any other purposes that are incidental or ancillary to any of the above purposes (hereinafter referred to collectively as “Purposes”).

2. Nature of Personal Data

- a. The Personal Data in relation to you may include details of your name, identity card number, date of birth, age, gender, address, contact details, photograph, voice and employment details. We may also collect Personal Data which is of sensitive in nature such as physical or mental health or medical condition, religious beliefs or other beliefs of a similar nature. The Personal Data collected may also include copies and other forms of supporting documents. For the purpose of this Notice, Personal Data includes data collected and to be collected before and after issuance of this Notice.
- b. When we collect personal data or sensitive personal data from you, we will only do so when needed for fulfilment of one of the Purposes set out above and subject to applicable data protection, privacy or other applicable laws.

3. Impact Resulting from Failure to Supply Personal Data

The supply of Personal Data is necessary for UTP to record your entry in UTP. If you do not provide your Personal Data, UTP may not be able to (i) process your entry registration or (ii) communicate with you.

4. Processing of Personal Data

We are processing your Personal Data collected as below:

- a. processing your personal data and sensitive personal data for the Purposes as described above.
- b. where there are legitimate interests and/or other lawful grounds to process the relevant Personal Data.

5. Disclosure and Transfer of your Personal Data

- a. UTP may disclose your Personal Data to our employees, our affiliates, our strategic partners, our service providers/vendors, our appointed agents, our consultants, our legal advisors, our external auditors and any person who is under a duty of confidentiality to UTP.
- b. If necessary and expedient, we may also disclose your Personal Data to any other third parties including but not limited to professional bodies, training institutions, banks, financial institutions, any governmental and/or non-governmental authorities, agencies, bodies or departments.
- c. UTP shall disclose your Personal Data to whom we are compelled or required to under the law.
- d. Your Personal Data may be transferred for any of the purposes mentioned above to any of the above-mentioned parties who are located within or outside Malaysia.

6. Your Rights Under European Union Laws, If Applicable

The General Data Protection Regulation (Regulation EU 2016/679) (“GDPR”) was adopted in the European Union (“EU”) on 27 April 2016 and takes full effect from 25 May 2018. If and to the extent that the GDPR applies to our processing of your personal data as described in this Notice, please note that you may have the following rights:

- Access. You may contact us at any time in order to request access to the personal data we hold about you. We will confirm whether we are processing your personal data, provide details of the categories of personal data concerned and the reasons for our processing. We can also provide you with a copy of your personal data on request.
- Rectification. If the information we hold appears to be inaccurate we will not use it, and not allow others to use it, until it is verified. You can ask us to correct or complete your personal data by contacting us at any time. To the extent reasonably possible, we will inform anyone who has received your personal data of any corrections we make to it.
- Restriction. In certain circumstances, it may be possible to require us to limit the way in which we process your personal data (i.e., require us to continue to store your personal data, but not otherwise process it without your consent).
- Erasure. You may ask to have the information on your account deleted or removed. We will try to do so promptly, and, to the extent reasonably possible, we will inform anyone who has received your personal data of your request. However, we must keep track of certain transaction information, such as past purchases and similar information, for legal compliance purposes, so we may not be able to fully delete your information in certain circumstances.
- Receiving/transferring your personal data. You may also ask us to send you the personal data we hold on you in an electronic, structured and user-friendly format, or you may ask us to send this data to another entity. Please note that if you choose to ask us to send your personal data to you or another party, this may impact our ability to provide the products and services you requested.

- **Object.** Where we are processing your personal data without your consent to pursue our legitimate interests, you may object to us processing your personal data. In particular, where we are using your personal data to contact you for marketing purposes, you may object to such processing at any time.
- **Automated decision-making.** You have the right to be informed of any automated decision-making, including profiling, used in connection with your personal data, and we will provide information about the logic we apply, as well as the significance and consequences of such processing.
- **Complaints.** If you are located in the EEA and you believe that our processing of your personal data is in breach of data protection law, you have the right to lodge a complaint with the relevant data protection supervisory authority in the country where you are based or any place in the EEA where you believe the infringement has occurred. A list of EU national data protection authorities can be found [here](#). You may also contact us at any time if you wish to complain about our processing of your personal data.

7. Retention

Any Personal Data supplied by you will be retained by UTP as long as it is necessary and expedient for the fulfilment of any purpose as stated above pursuant to our internal practices, regulatory requirements, legal and accounting requirements.

8. Security and Integrity

- UTP is committed and shall endeavour to implement the appropriate administrative and security safeguards and procedures in accordance with the applicable laws and regulations to prevent unauthorized or unlawful processing of your Personal Data and any accidental loss or destruction of, or damage to, your Personal Data.
- To ensure that your Personal Data in our retention is accurate and up-to-date, you are advised to notify us promptly in the event of any inaccuracy or any changes to your Personal Data.

9. Your Rights of Access and Correction

- If you wish to request access to or to rectify your Personal Data or withdraw/limit your consent, you may send your request in writing to the following:

Universiti Teknologi PETRONAS
 32610 Bandar Seri Iskandar
 Perak
 Attention: Legal Services Office
 Email: utp.pdp@utp.edu.my
 Tel No.: +05 368 8239

- Your request shall be subject to any applicable legal restrictions, conditions and a reasonable time period.

10. Changes To Our Privacy Notice

Any changes we make to our Privacy Notice in the future will be posted on this page, our website accessible at www.utp.edu.my. Please check back frequently to see any updates or changes to our Privacy Notice.

11. Acknowledgment and Consent

- a. Please also note that from time to time, we may request for new Personal Data from you. By providing us with your Personal Data or continuing to communicate with UTP, we shall regard that you have consented to the processing of such data.
- b. UTP shall have the right to modify, update or amend the terms of this Notice at any time. By continuing to communicate with UTP or by continuing to use UTP's services following the modifications, updates or amendments to this Notice, it shall signify your acceptance of such modifications, updates or amendments.
- c. If you are under the age of 18, you are required to obtain the consent of your parent, guardian or person who has parental responsibility over you before providing us with your personal data as required for the visitor's registration and by providing the personal data, you have deemed to obtain the same.

PRIVACY NOTICE FOR EVENT

This Privacy Notice for Event (“Notice”) is issued pursuant to the Personal Data Protection Act 2010 (“Act”) and for the purpose of this Notice, "Personal Data" shall have the meaning as ascribed to it under the Act.

This Notice applies to the persons governed under the Act and serves to inform you how your Personal Data is controlled, processed and/or used by Institute of Technology PETRONAS Sdn. Bhd. (“ITPSB”), a company incorporated under the Companies Act 2016 which owns and manages Universiti Teknologi PETRONAS (“UTP”) located at 32610 Bandar Seri Iskandar, Perak Darul Ridzuan. ITPSB and UTP shall hereinafter be collectively referred to as “UTP”.

For the purpose of this Notice, Personal Data includes data collected and to be collected before and after issuance of this Notice. Events refers to events organised by UTP either physical or virtual which include but not limited to webinar, seminar, conferences, convocation and competition (“Event”).

1. Collection of Personal Data

The personal information you voluntarily provide for the registration of the Event is to enable UTP to:

- register and contact you about your attendance at the Event;
- carry out administrative and planning activities for the Event;
- plan and develop future activities and opportunities;
- facilitate your requirements in relation to the Event;
- allow the compilation and analysis of statistics relevant to the Event;
- for data analytics; and
- for any other purposes that are incidental or ancillary to any of the above purposes (hereinafter referred to collectively as “Purposes”).

2. Nature of Personal Data

- a. The Personal Data in relation to you may include details of your name, identity card number, date of birth, age, gender, address, contact details, photograph, voice and employment details. We may also collect Personal Data which is of sensitive in nature such as physical or mental health or medical condition, religious beliefs or other beliefs of a similar nature. The Personal Data collected may also include copies and other forms of supporting documents. For the purpose of this Notice, Personal Data includes data collected and to be collected before and after issuance of this Notice.
- b. When we collect personal data or sensitive personal data from you, we will only do so when needed for fulfilment of one of the Purposes set out above and subject to applicable data protection, privacy or other applicable laws.

3. Impact Resulting from Failure to Supply Personal Data

The supply of Personal Data is necessary for UTP to deliver the Event to you. If you do not provide your Personal Data, UTP may not be able to (i) process your registration or (ii) communicate with you.

4. Processing of Personal Data

We are processing your Personal Data collected as below:

- a. processing your personal data and sensitive personal data for the Purposes as described above.
- b. where there are legitimate interests and/or other lawful grounds to process the relevant Personal Data.

5. Disclosure and Transfer of your Personal Data

- a. UTP may disclose your Personal Data to our employees, our affiliates, our strategic partners, our event's collaborators/co-organiser, our service providers/vendors, our appointed agents, our consultants, our legal advisors, our external auditors and any person who is under a duty of confidentiality to UTP.
- b. If necessary and expedient, we may also disclose your Personal Data to any other third parties including but not limited to professional bodies, training institutions, banks, financial institutions, any governmental and/or non-governmental authorities, agencies, bodies or departments.
- c. UTP shall disclose your Personal Data to whom we are compelled or required to under the law.
- d. Your Personal Data may be transferred for any of the purposes mentioned above to any of the above-mentioned parties who are located within or outside Malaysia.

6. Your Rights Under European Union Laws, If Applicable

The General Data Protection Regulation (Regulation EU 2016/679) ("GDPR") was adopted in the European Union ("EU") on 27 April 2016 and takes full effect from 25 May 2018. If and to the extent that the GDPR applies to our processing of your personal data as described in this Notice, please note that you may have the following rights:

- Access. You may contact us at any time in order to request access to the personal data we hold about you. We will confirm whether we are processing your personal data, provide details of the categories of personal data concerned and the reasons for our processing. We can also provide you with a copy of your personal data on request.
- Rectification. If the information we hold appears to be inaccurate we will not use it, and not allow others to use it, until it is verified. You can ask us to correct or complete your personal data by contacting us at any time. To the extent reasonably possible, we will inform anyone who has received your personal data of any corrections we make to it.
- Restriction. In certain circumstances, it may be possible to require us to limit the way in which we process your personal data (i.e., require us to continue to store your personal data, but not otherwise process it without your consent).
- Erasure. You may ask to have the information on your account deleted or removed. We will try to do so promptly, and, to the extent reasonably possible, we will inform anyone who has received your personal data of your request. However, we must keep track of certain transaction information, such as past purchases and similar information, for legal compliance purposes, so we may not be able to fully delete your information in certain circumstances.
- Receiving/transferring your personal data. You may also ask us to send you the personal data we hold on you in an electronic, structured and user-friendly format, or you may ask us to send this data to another entity. Please note that if you choose to ask us to

send your personal data to you or another party, this may impact our ability to provide the products and services you requested.

- **Object.** Where we are processing your personal data without your consent to pursue our legitimate interests, you may object to us processing your personal data. In particular, where we are using your personal data to contact you for marketing purposes, you may object to such processing at any time.
- **Automated decision-making.** You have the right to be informed of any automated decision-making, including profiling, used in connection with your personal data, and we will provide information about the logic we apply, as well as the significance and consequences of such processing.
- **Complaints.** If you are located in the EEA and you believe that our processing of your personal data is in breach of data protection law, you have the right to lodge a complaint with the relevant data protection supervisory authority in the country where you are based or any place in the EEA where you believe the infringement has occurred. A list of EU national data protection authorities can be found [here](#). You may also contact us at any time if you wish to complain about our processing of your personal data.

7. Retention

Any Personal Data supplied by you will be retained by UTP as long as it is necessary and expedient for the fulfilment of any purpose as stated above pursuant to our internal practices, regulatory requirements, legal and accounting requirements.

8. Security and Integrity

- a. UTP is committed and shall endeavour to implement the appropriate administrative and security safeguards and procedures in accordance with the applicable laws and regulations to prevent unauthorized or unlawful processing of your Personal Data and any accidental loss or destruction of, or damage to, your Personal Data.
- b. To ensure that your Personal Data in our retention is accurate and up-to-date, you are advised to notify us promptly in the event of any inaccuracy or any changes to your Personal Data.

9. Your Rights of Access and Correction

- a. If you wish to request access to or to rectify your Personal Data or withdraw/limit your consent, you may send your request in writing to the following:

Universiti Teknologi PETRONAS
32610 Bandar Seri Iskandar
Perak
Attention: Legal Services Office
Email: utp.pdp@utp.edu.my
Tel No. : +05 368 8239

- b. Your request shall be subject to any applicable legal restrictions, conditions and a reasonable time period.

10. Changes To Our Privacy Notice

Any changes we make to our Privacy Notice in the future will be posted on this page, our website accessible at www.utp.edu.my and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our Privacy Notice.

11. Acknowledgment and Consent

- a. By submitting your registration and/or attending the Event, you consent to this Notice and the use of your photograph, voice, likeness, and image in any broadcasts of this event and in subsequent productions drawn from video or audio recordings of this Event. The photographs and recordings may be published or broadcasted in the official Universiti Teknologi PETRONAS (UTP), its affiliates' publications and in publicity materials, including UTP, its affiliates' websites and social media. All recordings, articles, quotes, photographs, films, audio or video and/or any reproductions of same in any form, are the property of UTP. UTP, its affiliates, employees, representatives and agents are released from any and all claims, demands, costs and liability that may arise from the use of these interviews, recordings, photographs, videotapes or films, and/or any reproductions of same in any form, as described above, arising out of being interviewed, recorded, photographed, videotaped or filmed.
- b. It is the responsibility of Event participants to remove themselves from group and candid shots/recordings that the photographers/videographers intend to capture, if they do not wish to have their photos/audio-visual recordings taken at the event.
- c. Please also note that from time to time, we may request for new Personal Data from you. By providing us with your Personal Data or continuing to communicate with UTP, we shall regard that you have consented to the processing of such data.
- d. UTP shall have the right to modify, update or amend the terms of this Notice at any time. By continuing to communicate with UTP or by continuing to use UTP's services following the modifications, updates or amendments to this Notice, it shall signify your acceptance of such modifications, updates or amendments.
- e. If you are under the age of 18, you are required to obtain the consent of your parent, guardian or person who has parental responsibility over you before providing us with your personal data as required for the registration of the Event and by submitting the registration form you have deemed to obtain the same.

PRIVACY NOTICE FOR JOB APPLICANT

The information you provide to ITPSB through this portal or through the job application form or our third party platform provided includes but is not limited to your name, contact information, employment history and educational record, together with any information contained within any document you upload and provide to us to support your application. Where applicable for the purpose of your application for employment, we may also require you to provide information relating to your spouse(s), family members or other dependents, and where necessary for our own internal reference and records, with your consent, information relating to your previous salary or pay (including the relevant documentation or records).

Reference to “PETRONAS” herein refers to Petroliaam Nasional Berhad (PETRONAS) and its subsidiaries and controlled companies. The expression “PETRONAS” is used for convenience where references are made to PETRONAS group of companies in general. The companies in which Petroliaam Nasional Berhad (PETRONAS) has direct or indirect shareholding are distinct legal entities.

Institute of Technology PETRONAS Sdn. Bhd. (“ITPSB” or “We”) is a wholly owned subsidiary of PETRONAS and is the registered owner and manager of Universiti Teknologi PETRONAS (UTP), a private higher educational. Our registered address is at Tower 1, PETRONAS Twin Towers, Kuala Lumpur City Centre, 50088 Kuala Lumpur.

We will only use this information for the purposes of the recruitment process and/or otherwise in connection with your potential employment, our internal record keeping, maintenance and updating of any information database(s), and for verification purposes and security screening or background monitoring (where permitted by local legislation).

We may provide and/or transfer personal data to other companies within the PETRONAS group of companies in respect of your application for employment as well as to determine your suitability for employment within ITPSB and PETRONAS and its group of companies where your consent has been obtained.

We may also provide your personal details to third-party credit, employment agencies or your referees to carry out background checks as part of the recruitment process, enforcement or regulatory authorities as required by applicable law, and/or otherwise in connection with your potential employment.

Unsuccessful Application

If your application is unsuccessful, we will keep your personal data only for a reasonable period based on our business needs and in accordance with our internal policies and procedures.

Successful Application

If your application is successful, we will process your personal data for purposes regarding employment with us, in accordance with our Employee Privacy Notice.

In any other case, we will retain your personal data for the period necessary to fulfill the purposes stated herein unless a longer retention period is permitted or required by any applicable law. We will take all reasonable steps to destroy, or erase from our systems, all data which is no longer required.

Should there be a new purpose for the collection of your personal data, we shall inform you accordingly and obtain your consent to the same, where necessary.

If you choose not to provide us with your personal data or if you provide insufficient data, invalid, incorrect or inaccurate data to us or decline to provide the data we require, we may not be able to process your application and it may impact your ability to be employed.

ITPSB will not disclose information provided by you to third parties without your consent other than as described in this notice or in our full Privacy Statement on UTP's website.

For further information regarding the storage and transfer of your personal data, your rights in relation to your personal data, and the contact details of our privacy officer, please read our full Privacy Statement on UTP's website.

Changes to this Privacy Notice

We reserve the right to update and amend this Privacy Notice from time to time. We will notify you of any amendments to this Privacy Notice via UTP's website. If we amend this Privacy Notice, the amendment will only apply to personal data collected after we have posted the revised Privacy Notice.

Language

In accordance with the requirement of Malaysian data protection and privacy law, this Privacy Notice is issued in both English and Bahasa Malaysia. In the event of any inconsistencies or discrepancies between the English version and the Bahasa Malaysia version, the English version shall prevail.