

The Personal Data Protection Act 2010 (“PDPA”) has become effective from November 2013. Equip’s policies and procedures regarding collection and use of your personal data will be revised to comply with the PDPA.

The personal data supplied by you will be collected and processed by Equip for the Equip database. We keep updated student records on our database for the purposes of publicising Equip and other relevant courses, record registration details for and on behalf of students for the purposes of the course. The information provided on your Equip Registration Form will be provided to, amongst others, Moore College, Sydney for the purposes of registration for the module. The information marked in asterisk is compulsory for registration purposes.

Please email info@equip.org.my to request access to and to request correction of your registration data.

A full version of Equip’s Personal Data Protection Notice is available at: *[insert hyperlink]*

[Equip’s Personal Data Protection Notice](#)

NOTIFICATION AND CONSENT

Pursuant to Sections 6 and 7, respectively, of the Personal Data Protection Act 2010

1. Collection and processing of Personal Data

We, Euangelion Training and Services Sdn. Bhd. (also known as Equip Gospel Minsitries), its employees and officials (collectively, “**Equip**” or “**we**”) have or will collect, record, hold, store, use, disclose and/or process (collectively referred to as “**Process**”) one, or all of the following categories and/or types of personal information about you and any other persons, including but not limited to the following:

- a) master data: name, gender, date of birth, church attended.
- b) contact details: home address and billing address, home phone number and mobile number, email address; and
- c) any such information as we deem necessary or appropriate from time to time in connection with your relationship with us.
(collectively, “**Personal Data**”).

Where you have provided any personal information whether or not coming within the definition of Personal Data above, of any other individual, we shall assume, without independent verification, that you have obtained such individual’s consent for the disclosure as well as the Processing of the same in accordance with the terms of this notification.

2. Sources of information

Your Personal Data has and/or will be obtained from the following sources, where applicable, or such other sources which we may see fit from time to time:

- a) information provided or submitted by you through, among others, as applicable, your online and/ or hard copy registration form;
- b) from your usage of our website and any other information you post on our website, email or otherwise send to us; and

- c) such other written or verbal communications or documents delivered to us prior to and during the course of our dealings with you.

As the accuracy of your Personal Data depends largely on the information you provide to us, kindly inform us as soon as practicable if there are any errors in your Personal Data or if there have been any changes to your Personal Data.

3. Purpose of Processing Personal Data

We may Process the Personal Data that you have voluntarily provided to us for any of the following purposes, including but not limited to:

- a) the delivery of relevant notices, courses and seminars to you;
- b) in order for you to enrol and/or register yourself in courses or seminars offered by us;
- c) in order for us to manage and/or process your enrolment with Moore College;
- d) to notify you of changes and updates in our courses and seminars, if any;
- e) to enable us to supply you with the courses and information which you have requested;
- f) our internal record keeping and general administrative purposes;
- g) collection of outstanding payments and/or fees from students;
- h) conducting marketing and students profiling activities in connection with our services and for updating of any databases;
- i) in order to coordinate lesson planning and support for students;
- j) feedback and enquiry purposes in relation to the courses offered by us;
- k) to communicate with you, including responding to your enquiries;
- l) to enable us and Moore College to send you information by email, telecommunication means (telephone calls and text messages), via social media or other means of communication concerning related courses and/or seminars offered by us and other parties which may include but not limited to enrolment related events, surveys and/or special courses/ events/ seminars/ promotional materials, brochures which we consider may interest you;
- m) as required or permitted under any laws, rules, regulations, court orders, by-laws, guidelines, circulars or codes (collectively "Laws") applicable to us and/or Moore College; and
- n) for all other purposes incidental or ancillary to any of the foregoing purposes.

4. Storage and Security

We store your Personal Data in hard and/or soft copy. Soft copy is stored on, amongst others, our database, our server, email server, accounting software provider server, personal computers and notebooks.

We may retain the Personal Data that you provide to us for a reasonable period.

5. Disclosure

Your Personal Data provided to us will, generally, be kept confidential but you hereby consent and authorise us to provide and/ or disclose your Personal Data to the following categories of parties:

- a) Moore College in Australia;

- b) venues/ organisations in which the Equip courses/ seminars are held, including but not limited to teachers of the courses and/or seminars, markers of examination papers and moderators of examination papers and such persons in the venues/ organisations needing the information for planning purposes;
- c) where applicable, third parties who provide related services and/ or facilities or courses in connection with Equip such as our gospel partners (including but not limited to the KVBC Trust);
- d) any person to whom we are compelled or required to do so under any Laws or in response to legitimate instruction from any competent or government, state, provincial, local government, statutory or municipal agency or authority, regulator or law enforcement authority, agency or body; and
- e) our auditors, consultants, lawyers or other financial or professional advisers.

6. Safeguard

We shall keep and Process your Personal Data in a secure manner. We will take all reasonable steps to ensure that such data is kept confidential. We will not sell, rent or trade your Personal Data. We shall implement the legally mandated and/or appropriate administrative and security safeguards and procedures in accordance with the applicable laws and regulations in order to prevent the unauthorised or unlawful processing of your Personal Data and the accidental loss or destruction or, or damage to, your Personal Data.

7. Data Transfer and Sharing

Whilst your Personal Data will be kept confidential, under certain circumstances, it may be necessary for us to disclose your Personal Data for the purposes stated in Section 3 above. Where we consider it appropriate to do so, for the purposes of data storage or Processing or providing any service or product on our behalf to you, we may transfer your Personal Data to our affiliates (including but not limited to Moore College) and/ or third party service or product providers (including but not limited to our database provider and accounting software provider) within or outside Malaysia, under conditions of confidentiality and similar levels of safeguards.

8. Impact resulting from failure to supply Personal Data

It is obligatory for you to provide all the categories of Personal Data which we request from you. Failure to supply Personal Data will:

- a) result in us being unable to provide you with the information, notices and/ or the course requested as we need that information to register you with Moore College and/ or other affiliated parties; and/ or
- b) result in us and/or our affiliates (including but not limited to Moore College) becoming unable to send you information concerning related and other services offered by us and our affiliates which may include but is not limited to enrolment in related events, courses/ seminars/ events, examination results, promotional materials, brochures, which we consider may interest you.

9. Your Rights of Access and Correction

You have a right to request access to and/or correct your Personal Data and/or limit the Processing thereof. In this respect, you may:

- a) check whether we hold or use your Personal Data and request access to such data;
- b) request that we correct any Personal Data that is inaccurate, incomplete or out-of-date;
- c) request that your Personal Data is retained by us only as long as necessary for the fulfilment of the purposes for which it was collected;
- d) request that we specify or explain our policies and procedures in relation to Personal Data and the categories of Personal Data Processed by us; and
- e) withdraw, in full or in part, your consent given previously, in each case subject to any applicable legal restrictions, contractual conditions and a reasonable time period.

Please note that withdrawal of your consent in 9e) above will result in:

- (i) us being unable to provide you with the information, notices and/ or the course requested as we need that information to register you with Moore College and/ or other affiliated parties; and/ or
- (ii) us and/or our affiliates (including but not limited to Moore College) becoming unable to send you information concerning related and other services offered by us and our affiliates which may include but is not limited to enrolment in related events, courses/ seminars/ events, examination results, promotional materials, brochures, which we consider may interest you.

Written requests for access to Personal Data or correction and/or deletion of Personal Data or for information regarding policies and procedures on Personal Data should be made to the Equip administrator at info@equip.org.my or at [*insert telephone number*].

This Personal Data Notice may be updated from time to time without prior notice to you in tandem with changes to our personal data practices. In the event of any inconsistency or conflict between the English language version and the Bahasa Malaysia version of this Personal Data Notice, the English language version shall prevail.