

CORNELL LEADERSHIP ACADEMY, MALAYSIA

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Cornell Leadership Academy (CLA) respects your privacy and is committed to protecting your personal data in accordance with the Personal Data Protection Act 2010 (PDPA).

- I. Personal Data We Collect
 - i. We may collect the following categories of personal data:
 - ii. Identification details (e.g., full name, NRIC/passport number)
 - iii. Contact details (e.g., phone number, email address, mailing address)

- iv. Academic/professional details (e.g., qualifications, employment information)
- v. Payment information (where applicable)
- vi. Any other information provided to us in connection with programme registration or use of services

II. Purpose of Collection

Your personal data is collected for purposes including but not limited to:

- i. Processing applications and registrations for CLA programmes and services
- ii. Communicating important information, updates, and announcements
- iii. Facilitating payments and issuing receipts
- iv. Conducting research, surveys, and statistical analysis to improve our services
- v. Complying with legal and regulatory requirements

III. Disclosure of Personal Data

We may disclose your personal data to the following third parties where necessary:

- i. Government agencies, regulators, or law enforcement bodies as required by law
- ii. CLA's partner institutions and service providers assisting in programme delivery
- iii. Professional advisers (legal, financial, auditors)
- iv. Technology vendors supporting our website and IT systems

We will not sell or rent your personal data to any third parties.

IV. Your Rights under PDPA

You have the right to:

- i. Access and request a copy of your personal data held by us
- ii. Request correction of your personal data if it is inaccurate or incomplete
- iii. Withdraw consent to the processing of your personal data (note: this may affect your participation in our programmes or use of services)
- iv. Requests should be made in writing to the contact details below.

V. Security of Personal Data

We implement reasonable technical and organisational measures to protect your personal data against unauthorised access, disclosure, alteration, or destruction.

VI. Retention of Data

Your personal data will be retained for as long as necessary to fulfil the purpose for which it was collected, or as required by applicable laws and regulations.

VII. Contact Us

For any inquiries or requests regarding your personal data, please contact:

Data Protection Officer

Cornell Leadership Academy

Email: info@cornellacademy.org

Phone: [Insert contact number]

Address: Level 11-01, Menara KH, 50250 Jalan Sultan Ismail, 50450 Kuala Lumpur.

7. Indemnity

You agree to indemnify and hold CLA harmless from any claims, losses, liabilities, or expenses (including legal costs) arising from:

1. Your use or misuse of this website or services,
2. Your breach of these Terms and Conditions, or
3. Any claim of intellectual property infringement made against CLA in connection with your use of this website.

8. Termination

CLA reserves the right to suspend or terminate your access to this website at any time, without prior notice, if you are found to be in breach of these Terms and Conditions or infringing the rights of CLA, other users, or third parties.

9. Miscellaneous

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If any part of these Terms and Conditions is deemed invalid or unenforceable under applicable law, the remaining provisions shall continue in full force and effect.

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