

PRIVACY POLICY

At Accelskill Academy, we are committed to protecting your privacy and ensuring the security of your personal information. This Privacy Policy outlines the types of information we collect, how we use and protect it, and the choices you have regarding your data.

1. Information We Collect:

- We may collect the following types of personal information from students, staff, visitors, and other individuals associated with Accelskill Academy:
 - Contact information (e.g., name, address, email address, phone number)
 - Date of birth and gender
 - Academic information (e.g., enrollment status, courses taken, grades)
 - Financial information (e.g., tuition payments, scholarship details)
 - Employment information (for staff and faculty members)
 - Student identification numbers or other unique identifiers
 - Photographs and video recordings (e.g., for identification, events, or security purposes)
 - Information provided through online forms and applications
 - Any other information required for college operations and services

2. How We Use Your Information:

- We use your personal information for the following purposes:
 - Providing educational services, managing student records, and administering academic programs
 - Communicating with you about college-related matters, events, and announcements
 - Processing financial transactions and managing student accounts
 - Responding to inquiries and providing support
 - Monitoring and improving college operations, facilities, and services
 - Conducting research and analysis for institutional planning and reporting
 - Complying with legal obligations and regulatory requirements

3. Data Security:

- We have implemented appropriate technical and organizational measures to safeguard your personal information from unauthorized access, disclosure, alteration, or destruction. We regularly review and update our security practices to ensure the protection of your data.

4. Data Retention:

- We retain personal information for as long as necessary to fulfill the purposes outlined in this Privacy Policy, unless a longer retention period is required or permitted by law. When personal information is no longer needed, we will securely dispose of it.

5. Disclosure of Personal Information:

- We do not sell or share your personal information with third parties for their marketing purposes. However, we may share your information with the following parties in limited circumstances:
 - College employees and contractors who need access to the information to perform their duties
 - Service providers who assist us in college operations (e.g., IT support, payment processors)
 - Government authorities or law enforcement agencies as required by applicable laws and regulations

- Your Privacy Choices:
 - You have certain rights regarding your personal information, including the right to access, correct, update, and delete your data. If you wish to exercise these rights or have any questions about your privacy, please contact us using the information provided below.
- Cookies and Tracking Technologies:
 - We may use cookies and similar tracking technologies on our website to enhance user experience and collect usage data. You can control cookie preferences through your browser settings.
- Third-Party Websites:
 - Our website may contain links to third-party websites. Please note that we are not responsible for the privacy practices of these sites. We encourage you to review their privacy policies before providing any personal information.
- Changes to this Privacy Policy:
 - We may update this Privacy Policy from time to time. The latest version will be posted on our website with the effective date.
- Contact Us:
 - If you have any questions, concerns, or requests related to your privacy or this Privacy Policy, please contact us at:

ACCELSKILL ACADEMY

Wisma Accelskill

491, Plaza Melaka Jalan Hang Tuah

75300 Melaka

accelskill.edu.my

06 - 283 9331

By enrolling, visiting, or using our services, you agree to the terms and conditions outlined in this Privacy Policy. Thank you for entrusting Accelskill Academy with your personal information.