

SUZEN – ADVANCED SCHOOL MANAGEMENT SYSTEM powered by PAXSUZEN SDN BHD

SUZEN PRIVACY POLICY

Effective Date:

Welcome to the Suzen Advanced Education Management System, owned and operated by Paxsuzen Sdn. Bhd. ("Suzen", "we", "us", "our"). Protecting your privacy and personal information is a top priority for us. This Privacy Policy provides detailed information on how we collect, use, process, and safeguard your data in accordance with the Personal Data Protection Act 2010 (PDPA) of Malaysia.

1. Collection of Personal Information

We collect personal information to provide and improve our services. This includes information you provide when you:

- Register for an account
- Use the system for educational management activities
- Contact us for support or with questions
- Types of personal information collected may include, but are not limited to, your name, contact details, institutional affiliation, position, and any other information relevant to the educational services we provide.

2. Use of Personal Information

Your personal information is used to:

- Facilitate the creation and management of accounts
- Provide customer support and respond to inquiries
- Improve and personalize the services we offer
- Comply with legal obligations and regulatory requirements

3. Disclosure of Personal Information

We do not sell, rent, or lease your personal information to third parties. Your information may be disclosed to:

- Third-party service providers who perform functions on our behalf, under confidentiality agreements
- Competent authorities, if required by law or in the good faith belief that such action is necessary to comply with legal obligations or protect the rights, property, or safety of our users or the public
- In the event of a merger, acquisition, or sale of our assets, to the relevant third-party with your prior consent

4. Data Security

We are committed to ensuring the security of your personal information. We implement appropriate technical and organizational measures to protect against unauthorized access, alteration, disclosure, or destruction of personal data.

5. Your Rights

Under the PDPA, you have the right to:

- Access and obtain a copy of your personal data
- Request correction of any inaccurate personal data
- Withdraw consent for the future processing of your personal data, subject to legal or contractual restrictions

6. Cookies and Other Tracking Technologies

Our system may use cookies and similar technologies to enhance user experience, analyze usage patterns, and improve service offerings. You can manage your cookie preferences through your browser settings.

7. Third-Party Websites

Our websites may contain links to other websites. We are not responsible for the privacy practices of these websites. We encourage you to read their privacy policies.

7. Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices, technology, or legal requirements. We will notify users of any significant changes through our system or other communication channels.

8. Contact Information

For any questions or concerns regarding this Privacy Policy or our data protection practices, please contact us at:

Paxsuzen Sdn. Bhd.
C-07-02, Level 7, Corporate Tower,
KL Trillion, 338, Jln Tun Razak,
Kampung Datuk Keramat,
55000 Kuala Lumpur

Contact Number: