|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **(A)** | **DETAILS OF SCHOOL AND THE PRINCIPAL** | | | | |
|  |  | | | | |
| (1) | **Name of School:** | | | | |
|  |  | | | | |
| (2) | **Address of School:** | | | | |
|  |  | | | | |
| (3) | **Name of Principal:** | | | | |
|  | 1. NRIC No.: | | | | |
|  | 1. Office telephone no.:       **and** Mobile phone no.: | | | | |
|  | 1. Fax no.: | | | | |
|  | 1. Email address: | | | | |
|  |  | | | | |
| (4) | **Descriptions of School** | | | | |
|  | 1. Type of School:  Chinese Tamil  Missionary  Others: | | | | |
|  | 1. Level of funding from government:  Fully Aided  Partially Aided None | | | | |
|  | 1. School’s buildings structure/ materials:  Concrete Concrete & Plywood | | | | |
|  | 1. No. of students:       No. of teachers: | | | | |
|  | 1. No. of classrooms: | | | | |
|  | 1. No. of sessions: | | | | |
|  | 1. If 2 sessions, no. of students in morning session:       and afternoon session: | | | | |
|  |  | | | | |
|  |  | | | | |
| **(B)** | **BOARD OF GOVERNORS/ DIRECTORS AND PARENT TEACHER ASSOCIATION** | | | | |
|  | Please use separate sheets to provide profiles and contact details of the Board of Governors or Board of Directors of the School (“**BOG**”), and the Board of the Parent Teacher Association (“**PTA**”). | | | | |
|  |  | | | | |
|  |  | | | | |
| **(C)** | **Details of Project** | | | | |
|  |  | | | | |
| (1) | Works and services to be carried out and/or goods to be purchased (“**Project**”): | | | | |
|  | Please provide drawing, sketch, layout plan, etc. as applicable. | | | | |
|  |  | | | | |
| (2) | Underlying need for the Project: | | | | |
|  | Please provide photographs of existing conditions, where applicable. | | | | |
|  |  | | | | |
| (3) | How will the Project benefit the School and/or students, and/or enhance the standard of education: | | | | |
|  |  | | | | |
| (4) | Has the Schools obtained quotation(s) for the Project?  Yes No | | | | |
|  | If yes, please submit copy of the quotation(s) to TCC. | | | | |
|  |  | | | | |
| (5) | Has the School commenced work on the Project?  Yes No | | | | |
|  | 1. If yes, | | | | |
|  | 1. Please provide details on the status of work undertaken, as well as photograph of status to-date: | | | | |
|  | 1. Please provide name of supplier(s)/contractor(s)/vendor(s) (collectively “**Contractor**”) undertaking work on the Project: | | | | |
|  | 1. Please indicate whether any of the following personnel (“**Person Concerned**”) or their \*Family Members (namely their spouse, parents, children, siblings and spouses of their children and siblings) has any relationship with the Contractor: | | | | |
|  | (aa) The Principal | | Yes | No | |
|  | (bb) Members (including Chairman) of BOG | | Yes | No | |
|  | (cc) Members (including Chairman) of Board of PTA | | Yes | No | |
|  |  | | | | |
|  | Notes: | | | | |
|  | 1. If yes, the Person Concerned is to complete, sign-off and submit the attached “Declaration of Conflicts of Interest” to TCC. Declaration made by a Person Concerned who is neither the Principal nor the Chairman of the BOG has to be confirmed by the Principal and the Chairman of BOG. | | | | |
|  | 1. Declaration involving Family Members of Person Concerned is to be made by the relevant Person Concerned on behalf of the Family Members, on “to the best of knowledge” basis. | | | | |
|  |  | | | | |
|  | 1. If no, please be advised to revisit item (C)(5)(a) and update TCC accordingly together with the School’s submission of the “Declaration of Conflicts of Interests” when the School commences work on the Project at later time. | | | | |
|  |  | | | | |
|  |  | | | | |
| **(D)** | **Project BUDGET AND FUNDING SOUGHT** | | | | |
|  |  | | | | |
| (1) | Estimated Project costs: | | | | |
|  | Please attach calculation showing detailed breakdown of the cost of labour, material, goods and other costs applicable to the Project. | | | | |
|  |  | | | | |
| (2) | Fund raised to date in respect of the Project: | | | | |
|  | Please indicate the amount utilized/to be utilized for each of the itemized costs listed in (D)(1) above. | | | | |
|  |  | | | | |
| (3) | Balance funding sought: | | | | |
|  |  | | | | |
|  |  | | | | |
| **(E)** | **Other Sources of Funding for the Project, if any** | | | | |
|  |  | | | | |
| (1) | Overall funding plan if only partial funding is being sought from TCC: | | | | |
|  |  | | | | |
| (2) | Details of other confirmed source of funding and the amount committed/raised to date: | | | | |
|  | **Name of Other Confirmed Provider/ Source of Fund** | | | | **Amount (RM)** |
|  |  | | | |  |
|  |  | | | |  |
|  |  | | | |  |
|  |  | | | | |
|  |  | | | | |
| **(F)** | **schools’ representative Primarily Responsible for the Project (If NOT the Principal)** | | | | |
| (1) | Name:       **and** NRIC no.: | | | | |
| (2) | Office telephone no.:       **and** Mobile phone no.: | | | | |
| (3) | Fax no.: | | | | |
| (4) | Email address: | | | | |
| (5) | Relationship with the School: | | | | |
|  |  | | | | |
|  |  | | | | |
| **(G)** | **DOCUMENTATION CHECKLIST** | | | | |
|  | Please submit to us the following documents and information together with this Form: | | | | |
| (1) |  | Profiles and contact details of BOG | | | |
| (2) |  | Profiles and contact details of Board of the PTA | | | |
| (3) |  | Photographs on the existing condition of Project and status of work to-date if Item (C)(5)(a)(i) above is applicable | | | |
| (4) |  | Completed and executed “Declaration of Conflicts of Interest”, if Item (C)(5)(a)(iii) above is applicable | | | |
| (5) |  | Calculation showing detailed breakdown of the Project costs | | | |
| (6) |  | Quotation(s) obtained for the Project | | | |
| (7) | For Project involving construction of building | | | | |
|  |  | Site layout plan or freehand sketch showing the location/ position of the Project within the School’s compound or otherwise, its approximate size, freehand sketch/ architectural drawing of the design/ layout of the building/ structure together with such other details necessary to provide TCC a better understanding of the Project and work involved | | | |
|  |  | Information on the ownership of land where the new building/ structure is to be constructed | | | |
|  |  | | | | |
|  |  | | | | |
| **(H)** | **ACKNOWLEDGEMENT** | | | | |
| (1) | I declare that the information provided above is true and correct to the best of my knowledge and TCC may at its absolute discretion contact any party to verify the information provided herein; | | | | |
|  |  | | | | |
| (2) | 1. I have read and understood the Personal Data Protection (PDP) Notice of TCC as set out herein and agree to be bound by it. I further consent to the collection, retention and processing of my personal data in accordance with the PDP Notice (as may be varied from time to time); | | | | |
|  |  | | | | |
|  | 1. For information about another person(s) contained herein, I have made available for that person(s)’ review and the requisite consent required under the PDP Notice has been obtained. | | | | |
|  |  | | | | |
|  |  | | | | |
| **PRINCIPAL’S SIGNATURE:** | | | | | |
| **DATE:** | | | | | |
|  | | | | | |

Important Note: Please use separate sheets if space provided for your responses are insufficient.

|  |  |  |
| --- | --- | --- |
| This Attachment to the Learning Institutions’ (“**Schools**”) Information Form (SIF) is to be completed and signed off by a person who may be the Principal of the School, member (including Chairman) of BOG or Board of PTA (collectively referred to as “**Person Concerned**”) who has any direct or indirect interest in the School’s Project to be funded by TCC. “Indirect Interest” arises when the Family Member(s) of the Person Concerned has personal interest in the said Project. Family Member(s) refer to Person Concerned’s spouse, parents, children, siblings and spouses of Person Concerned’s children and siblings. | | |
|  |  | |
| **Name of School**: | | |
| **Address of School**: | | |
|  |  | |
| **(A)** | **Relationship/Interest with Suppliers/Contractors/Vendors (“Contractor”)** | |
|  |  | |
|  | 1. Name of Contractor: | |
|  |  | |
|  | 1. Relationship with the Contractor | |
|  |  | |
|  | 1. Indicate whether for yourself or your Family Members: | |
|  | Self  Family Member(s), please specify relationship: | |
|  |  | |
|  | 1. Describe your involvement or your Family Member’s involvement in this Company [e.g. proprietor, partner, director, shareholder]: | |
|  |  | |
|  |  | |
| **(B)** | **Declaration & Acknowledgment** | |
|  | I hereby declare that to the best of my knowledge, the information provided herein is true and accurate and I shall immediately notify TCC in writing if any of the information contained herein shall change or is no longer accurate. | |
|  |  | |
|  |  | |
| **Declared by the Relevant Person Concerned** | | |
| Name: | | Signature: |
| Relationship with the School: | | Date: |
|  |  |  |
|  |  |  |
| **Confirmed by** | |  |
| \*\* The Principal | | Signature: |
| Name: | | Date: |
|  |  |  |
| \*\* Chairman of BOG (and in the absence of a BOG for the School,  the Chairman of PTA) | | Signature: |
| Name: | | Date: |
|  |  |  |
| Note: \*\* only relevant to be signed off if the Person Concerned making this declaration is not The Principal or the Chairman of BOG (Board of PTA), where applicable. | | |

|  |  |
| --- | --- |
| Pursuant to the Personal Data Protection Act 2010 (“**Act**”), this Notice aims to explain the privacy policy of The Community Chest (“**TCC**”) (“**Notice**”) – | |
| **1** | **Nature of Personal Data That We Collect** |
| 1.1 | We collect personal data including your name, identity card or passport number, gender, age, date of birth, occupation, personal and/or office contact numbers, email and IP addresses and such other relevant information identifiable to you (“**Personal Data**”). |
| 1.2 | Sensitive Personal Data, such as religion will also be collected for compliance with Applicable Laws (hereinafter defined), if required, subject always to your explicit consent. |
| **2** | **Source Where We Collect and Have Collected Your Personal Data**  Our sources include (a) submission by you or your authorised representative, manually and/or digitally, either through (i) face-to-face engagement; (ii) our websites/ electronic communication channel(s); and (b) legally and publicly available sources from governmental authorities and others. |
| **3** | **Purposes of Collecting and Processing Personal Data** |
| 3.1 | This include (a) activities in furtherance of TCC’s mission and objectives (“**Objectives**”), including (i) execution of TCC’s Objectives; (ii) promotional and marketing activities; (iii) fraud detection and prevention; and (iv)TCC’s communication with you; (b) compliance with governing laws and regulations, including the Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001 (“**Applicable Laws**”); and (c) for administrative and such other purposes related to the above (collectively, “**Purpose(s)**”). |
| 3.2 | Your prior explicit consent shall be obtained if we are to use/ disclose your Personal Data for purposes other than the original Purpose(s) at the time of collection. |
| **4** | **Are You Obliged to Provide Your Personal Data** |
| 4.1 | Except for the Purpose(s) in paragraph 3.1(a)(ii), which is optional at your discretion by notifying us your preference(s) in accordance with paragraph 9 below, the provision and processing of Personal Data for all the other Purpose(s) are mandatory. Your refusal to provide or restriction in our processing may result in us unable to carry out the respective Purpose(s) effectively. |
| 4.2 | By you providing us the Personal Data, you are deemed to have consented to and/or obtained the consent of such data subjects, for our collection, retention and/or processing in relation thereto, including the provision of a copy of this Notice to such data subjects. |
| **5** | **To Whom Your Personal Data Will Be Disclosed To** |
| 5.1 | Disclosure may be made to TCC’s (a) employees, agents, representatives, consultants, advisers and/or volunteers; (b) service providers and/or contractors; (c) learning institutions, strictly on need basis; and/or to (d) governmental authorities, where necessary. |
| 5.2 | By providing us the Personal Data, you agree and/or represent that you have obtained the consent of such data subject for such Personal Data to be transferred and processed by our processing servers and/or data processors that are located outside Malaysia, as TCC deems fit. |
| **6** | **How We Safeguard Your Personal Data With Us** |
| 6.1 | Strict physical and logical security measures are put in place and maintained to ensure the Personal Data (in physical and digital form) retained by us are secured, and are adequately protected from various threats including unauthorised access. |
| 6.2 | If we are required to disclose your Personal Data to any third party such as our service providers, we shall take reasonable steps to ensure that they have in place reasonable policies and procedures to safeguard your Personal Data disclosed to them. |
| **7** | **Retention of Your Personal Data**  Retention of Personal Data will be for as long as necessary to fulfil the Purpose(s). It will be destroyed (a) if it is no longer required for the Purpose(s); and/or (b) in accordance with our document retention policy and/or Applicable Laws. |
| **8** | **Accuracy, Access and Correction of Personal Data and Withdrawal of Consent** |
| 8.1 | The Personal Data collected is deemed to be accurate until and unless notified to us otherwise. |
| 8.2 | You may, to the extent permitted under the Act, request for (a) access and/or (b) any reasoned correction; subject to a reasonable administration fee at our absolute discretion, and on terms and conditions which we may prescribe from time to time. |
| 8.3 | You may also at any time withdraw your consent previously given for our processing of your Personal Data, which may result in us being unable to carry out the Purpose(s) effectively. |
| **9** | **Enquiries and Notifications**  For communications regarding this Notice and the Personal Data, please liaise with our “PDP Officer”, by facsimile to 603-2182 2020, by e-mail to [enquiries@commchest.org.my](mailto:enquiries@commchest.org.my); or by post to our registered address at 16th Floor, Wisma Genting, Jalan Sultan Ismail, 50250, Kuala Lumpur. |
| **10** | **Amendments**  This Notice may be amended/ revised from time to time and unless otherwise provided, shall take effect immediately upon issuance. In the event of any inconsistency between this Notice and TCC’s other privacy or related notices, this Notice shall prevail; and between the English and the Bahasa Malaysia and/or the Chinese versions (if any), the English version shall prevail. |
| The Community Chest (Company No.: 201101023872 (952008-A))  Effective Date: 1 June 2023 | |

|  |  |
| --- | --- |
| Menurut Akta Perlindungan Data Peribadi 2010 (“**Akta**”), notis ini bertujuan untuk menerangkan polisi privasi The Community Chest ( “**TCC**”) (“**Notis**”) - | |
| **1** | **Jenis Data Peribadi yang Kami Kumpul** |
| 1.1 | Kami mengumpul pelbagai data peribadi termasuk nama, nombor kad pengenalan atau pasport, jantina, umur, tarikh lahir, pekerjaan, nombor hubungan peribadi dan/atau pejabat, emel dan alamat IP dan maklumat lain yang berkaitan yang membolehkan anda dikenalpasti (“**Data Peribadi**”). |
| 1.2 | Data Peribadi Sensitif, seperti kepercayaan agama akan dikumpul sekira perlu, atau untuk tujuan pematuhan Undang-undang Terpakai (seperti yang ditakrifkan di perenggan 3 di bawah). Pengumpulan Data Peribadi Sensitif sentiasa tertakluk kepada persetujuan jelas anda. |
| **2** | **Sumber Pengumpulan Kami**  Sumber kami termasuk (a) penyerahan anda atau wakil yang diberi kuasa oleh anda, secara manual dan/atau digital, samada melalui (i) komunikasi atau interaksi bersemuka dengan kami; (ii) penggunaan laman web/ saluran komunikasi elektronik kami; dan (b) maklumat dalam gagasan umum. |
| **3** | **Tujuan-tujuan Pengumpulan dan Pemprosesan Data Peribadi** |
| 3.1 | Ini termasuk (a) untuk melaksanakan perkara berkaitan kepada misi dan objektif TCC (“**Objektif**”), termasuk (i) pelaksanaan Objektif TCC; (ii) aktiviti promosi dan pemasaran; (iii) pengesanan dan pencegahan penipuan; dan (iv) menghubungi anda; (b) pematuhan undang-undang yang berkaitan, termasuk Akta Pencegahan Pengubahan Wang Haram, Pencegahan Pembiayaan Keganasan dan Hasil daripada Aktiviti Haram 2001 (“**Undang-undang Terpakai**”) dan (c) untuk tujuan pentadbiran dalaman and tujuan-tujuan bersampingan dengan tujuan-tujuan di atas (secara kolektif, “**Tujuan**”) |
| 3.2 | Persetujuan jelas anda akan diperolehi sekiranya kami ingin menggunakan/ mendedahkan Data Peribadi anda untuk tujuan selain daripada Tujuan asal yang diberi kuasa oleh anda pada masa data peribadi anda dikumpul. |
| **4** | **Adakah Anda Wajib Memberikan Data Peribadi Anda** |
| 4.1 | Melainkan Tujuan yang diulas dalam perenggan 3.1(a)(ii), adalah wajib untuk anda membekalkan kami data peribadi yang diminta oleh kami untuk Tujuan lain di perenggan 3.1. Keenganan anda memberikan atau menghadkan pemprosesan kami boleh menyebabkan kami tidak dapat menjalankan Tujuan masing-masing dengan berkesan. Berkenanan Tujuan 3.1(a)(ii), anda boleh memberi kami notis mengikut perenggan 9 di bawah untuk mengehadkan pemprosesan data peribadi anda. |
| 4.2 | Dengan memberikan Data Peribadi kepada kami, anda dengan ini dan/atau telah mendapat persetujuan subjek data bekenaan, untuk pengumpulan, penyimpanan dan/atau pemprosesan kami berhubung dengannya, termasuk peruntukan salinan Notis ini kepada subjek data tersebut. |
| **5** | **Pendedahan Data Peribadi Anda** |
| 5.1 | Pendedahan mungkin dibuat kepada (a) pekerja, ejen, wakil, perunding, penasihat dan/atau dan/atau sukarelawan TCC; (b) pembekal perkhidmtan dan/atau kontraktor; (c) institusi pembelajaran berdasarkan keperluan; dan/atau kepada (d) pihak berkuasa kerajaan, jika perlu. |
| 5.2 | Dengan memberikan Data Peribadi kepada kami, anda bersetuju dan/atau mengaku bahawa anda telah memperoleh persetujuan subjek data berkenaan untuk Data Peribadi yang deberi oleh anda dipindahkan dan diproses oleh pemproses data kami yang berada di luar Malaysia, di mana TCC anggap sesuai. |
| **6** | **Bagaimana Kami Melindungi Data Peribadi Anda** |
| 6.1 | Kami mengambil dan melaksanakan langkah keselamatan fizikal and logikal yang ketat untuk memastikan Data Peribadi yang kami simpan terjamin dan dilindungi sewajarnya daripada pelbagai ancaman termasuk akses tanpa kebenaran. |
| 6.2 | Sekiranya kami diperlukan untuk mendedahkan Data Peribadi anda kepada pihak ketiga seperti pembekal perkhidmatan, kami akan mengambil langkah munasabah untuk memastikan bahawa mereka mempunya polisi and prosedur yang berpatutan untuk melinduingi Data Peribadi anda yang didedahkan kepada mereka. |
| **7** | **Penyimpanan Data Peribadi Anda**  Data Peribadi akan disimpan selama yang diperlukan untuk memenuhi Tujuan ianya dikumpul. Ia akan dimusnahkan (a) sekiranya tidak lagi diperlukan untuk memenuhi Tujuan; dan/atau (b) tertakluk kepada polisi penyimpanan dokumen kami dan/atau Undang-undang Terpakai. |
| **8** | **Ketepatan, Akses dan Pembetulan Data Peribadi dan Pembatalan Persetujuan** |
| 8.1 | Data Peribadi yang kami kumpul dianggap tepat sehingga dan melainkan dimaklumkan sebaliknya kepada kami. |
| 8.2 | Anda berhak, setakat yang dibenarkan di bawah Akta, membuat permintaan untuk (a) mengakses dan/atau (b) membetulkan data peribadi anda; tertakluk kepada fi pentadbiran munasabah yang ditetapkan mengikuti budi bicara mutlak kami, dan berdasarkan pada terma-terma dan syarat-syarat yang mungkin kami tetapkan dari semasa ke semasa. |
| 8.3 | Anda juga boleh menarik balik persetujuan untuk pemprosesan Data Peribadi yang telah anda berikan sebelum ini pada bila-bila masa,walapun ini mungkin menyebabkan kami tidak dapat melaksanakan Tujuan secara berkesan. |
| **9** | **Pertanyaan dan Pemberitahuan**  Sebarang komunikasi mengenai Notis ini dan Data Peribadi, sila kemukakan kepada “Pegawai PDP” kami, melalui faksimili ke 603-2182 2020, emel kepada [enquiries@commchest.org.my](mailto:enquiries@commchest.org.my); atau pos ke alamat berdaftar kami di Tingkat 16, Wisma Genting, Jalan Sultan Ismail, 50250, Kuala Lumpur. |
| **10** | **Pindaan**  Notis ini akan dipinda atau dikemaskini dari semasa ke semasa, dan Notis yang dikemaskini akan berkuatkuasa serta merta apabila dikeluarkan melainkan diperuntukkan sebaliknya. Sekiranya terdapat sebarang ketidakselarasan antara Notis ini dan notis privasi TCC yang lain atau berkaitan, Notis ini hendaklah dipakai, dan jika terdapat ketidakselarasan antara versi Bahasa Inggeris dan Bahasa Malaysia dan/atau Bahasa Cina (jika ada), versi Bahasa Inggeris hendaklah dipakai. |
| The Community Chest (Company No.: 201101023872 (952008-A))  Tarikh Kuat Kuasa: 1 Jun 2023 | |