

PRIVACY POLICY ON UniSZA MOBILE APPS UNIVERSITI SULTAN ZAINAL ABIDIN

UniSZA Mobile Apps is a free mobile application provided by Universiti Sultan Zainal Abidin (“UniSZA”) which is intended to be used as is.

This page sets out our Privacy Policy which explains how we collect, use, and share the information submitted, either directly or indirectly, by users of UniSZA Mobile Apps (“Users”) for the purpose of improving the services provided by UniSZA Mobile Apps, and how we protect the confidentiality of the information and the privacy of the Users. By using UniSZA Mobile Apps, Users understand and agree to the collection, use, and sharing of the information in accordance with our Privacy Policy.

By using UniSZA Mobile Apps, Users also understand and agree that we are providing a platform for Users to post content, including photos, comments and other materials (“User Content”) to, and *via* UniSZA Mobile Apps and to share User Content publicly. This means that other Users may search for, see, use or share any of the User Content that Users make publicly available through the use of UniSZA Mobile Apps, consistent with the terms and conditions of our Privacy Policy and Terms of Use.

The terms of our Privacy Policy are as follows:

1. COLLECTION OF INFORMATION

The following are information we collect upon use of UniSZA Mobile Apps by Users:

Information Which Are Directly Provided by Users

- (a) Personal information directly provided by Users for the purpose of registration and profile information, which include but not limited to, first and last name, username, password, email address, phone number and pictures (“Personal Information”).
- (b) User Content which are information the Users post to, or *via* UniSZA Mobile Apps such as photos and comments.
- (c) Communications between Users and UniSZA Mobile Apps such as service-related emails which cannot be opted out by the Users for example account verification,

changes or updates to features of UniSZA Mobile Apps, and technical and security notices.

Log Data

When Users use UniSZA Mobile Apps, log file information such as Users' device name, operating system version, Internet Protocol ("IP") address, browser type, pages viewed, the configuration of UniSZA Mobile Apps services, the time and date of Users' use of UniSZA Mobile Apps services, and other such information ("Log Data") will automatically be recorded and collected.

Cookies

Cookies are files with small amount of data that is commonly used as anonymous unique identifier. Cookies are sent to Users' browser from the website that Users visit and are stored on Users' device internal memory.

UniSZA Mobile Apps do not use cookies. However, third party codes and libraries that use cookies may be used to collect information and improve UniSZA Mobile Apps services.

Users have an option to either accept or refuse cookies and will know when a cookie is being sent to their device. If Users choose to refuse the cookie, they may not be able to use some parts of UniSZA Mobile Apps.

2. USE OF INFORMATION

The information collected is used, *inter alia*, for the following purposes:

- (i) To provide, maintain and improve UniSZA Mobile Apps services;
- (ii) To monitor and improve the effectiveness of UniSZA Mobile Apps services;
- (iii) To analyze traffic, frequency of use and trend of usages of UniSZA Mobile Apps services;
- (iv) To communicate with Users; and
- (v) To protect UniSZA, Users and the public.

3. SHARING OF INFORMATION

We will not sell, trade, or give away Users' information to third parties without Users' prior consent, except as provided in our Privacy Policy. However, the information may be shared as follows:

Service Providers

We will share Users' information with third-party organizations such as Service Providers for the following purposes:

- (i) To facilitate UniSZA Mobile Apps services;
- (ii) To provide UniSZA Mobile Apps services on our behalf;
- (iii) To perform service-related UniSZA Mobile Apps services; or
- (iv) To assist us in analyzing how UniSZA Mobile Apps is used.

These third-party organizations are given access to the information as is reasonably necessary for them to perform the tasks assigned to them on our behalf and not for any other purposes.

Other Parties

Users who voluntarily post their information such as User Content to, or *via* UniSZA Mobile Apps may share the information and make it publicly searchable and accessible to others subject to our Terms of Use. Sharing of the information is controlled by the applicable privacy setting that respective Users set.

Legal Reasons

We will share Users' information in the event where access, use, preservation, or disclosure of the information is reasonably necessary to meet the requirement of applicable law, legal process or request; to detect, prevent, or otherwise address fraud, or security issues; and to protect against harm to the rights, or safety of UniSZA Mobile Apps, Users, or the public as required or permitted by law.

4. THIRD-PARTY WEBSITES AND SERVICES

The services in UniSZA Mobile Apps may contain links to third-party websites or services which are not related to UniSZA. If Users use the links to go from our services to any of the third-party websites or services, Users are subject to that third-party's own privacy policy and rules. Users, who authorize the third-party websites or services to access Users' information by using the links, agree that we have no control over, and assume no responsibility for, the content, privacy policies, or practices of any of those third-party websites or services. Users, who use the links to third-party websites or services, do so at their own risk, and agree that we shall not be held liable for any damages or losses resulting from the use of the links by Users.

5. AGE RESTRICTION

Users are required to be at least 13 years old, and UniSZA Mobile Apps does not knowingly collect or solicit information from anyone under the age of 13, or knowingly allow such persons to register for the service of UniSZA Mobile Apps.

In the event that a person under the age of 13 has provided us with personal information, UniSZA will, upon confirmation of the report on such person, immediately remove the personal information of such person from our servers.

6. SECURITY

No method of transmission over the internet, or method of electronic storage, is 100% secure and reliable, and we cannot guarantee its absolute security. However, we shall strive to use every reasonable means to protect the Users' information and privacy.

7. CHANGES TO PRIVACY POLICY

Our Privacy Policy may, when necessary, be updated from time to time without prior notice. Thus, it is advisable for Users to review our Privacy Policy periodically for any changes. Users' continued use of UniSZA Mobile Apps after any changes to our Privacy Policy will constitute Users' acceptance of such changes.

8. HOW TO CONTACT US

If there is any questions or suggestions about our Privacy Policy or service of UniSZA Mobile Apps, please contact us at appsteam@unisza.edu.my.