



[www.elearning4u.com](http://www.elearning4u.com)

## Privacy Policy

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### Acknowledgement and Acceptance of Terms

Mission Skill Academy is committed to protecting your privacy. This privacy statement sets forth our current privacy practices with regard to the information we request from you. By submitting your information to [www.elearning4u.com](http://www.elearning4u.com), you acknowledge and fully understand Mission Skill Academy's Privacy Statement and freely consent to the information collection and use practices described in this Privacy Statement.

### The Information We Collect

This notice applies to all information collected by or submitted to Mission Skill Academy. The following information explains the Internet privacy policy and practices that Mission Skill Academy has adopted for its websites. This notice shall not be construed as a contractual promise and Mission Skill Academy reserves the right to amend it at any time without notice.

When you access a Mission Skill Academy webpage, the user information and the essential and nonessential technical information listed below may be automatically collected – those categories are collectively referred to as “access” information. No other information is collected through Mission Skill Academy except when you deliberately decide to send it to Mission Skill Academy (for example, by clicking on a link to send Mission Skill Academy an e-mail). The information you might choose to send Mission Skill Academy is listed below as “Optional Information.”

## Automatically Collected Access Information

- Client Information: the Internet domain and Internet address of the computer you are using.
- Essential technical information: identification of the page or service you are requesting, type of browser and operating system you are using, and the date and time of access.
- Nonessential technical information: the Internet address or website from which you linked directly to Mission Skill academy's website and the "cookie information" described below.

## Optional Information

- When you send Mission Skill Academy an e-mail: your name, e-mail address, and content of your e-mail.
- When you complete an online form: all of the data you choose to fill in or confirm, including credit or debit card information, if you are making a payment, as well as information about other people if you supply such information.

## How We Use the Information

Your information is used to route the requested webpage to your computer for viewing. In theory, the requested webpage and the routing information could be discerned by other entities involved in transmitting the requested page to you. We do not control the privacy practices of those entities. Essential and nonessential technical information helps us respond to your request in an appropriate format (or in a personalized manner) and helps us plan website improvements. Optional information enables us to provide services or information tailored more specifically to your needs or to forward your message or inquiry to another entity that is better able to do so and also allow Mission Skill Academy to plan website improvements.

We may use non-identifying and aggregate information to better design Mission Skill Academy website. For example, we may report that X number of individuals visited a certain area on our website, or that Y number of men and Z number of women filled out our application form, but we would not disclose anything that could be used to identify those individuals.

We may keep client information from our systems indefinitely after the webpage is transmitted, but we do not try to obtain any information to link it to the individuals who browse our website. However, on rare occasions when a "hacker" attempts to breach computer security, logs of access information are retained to permit a security investigation and in such cases may be forwarded together with any other relevant information in our possession to law enforcement agencies.

We use the information you provide about yourself when making a request only to complete that request. We do not share this information with outside parties except to the extent necessary to complete that request. Similarly, we use the information you provide about someone else when making a request only to complete that request. Again, we do not share this information with outside parties except to the extent necessary to complete that request.

We generally use return e-mail addresses only to answer the e-mail we receive. Such addresses are generally not used for any other purpose and by Mission Skill Academy policy are not shared with outside parties.

Finally, we never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without a clear notice on the particular site and without also providing you an opportunity to opt out or otherwise prohibit such unrelated uses.

## **Additional Information about Cookies and Our Use of Google's Tools:**

Mission Skill Academy uses Remarketing with Google Analytics to advertise online.

Third-party vendors, including Google, may show our ads on sites across the Internet.

Mission Skill Academy and third-party vendors, including Google, use first-party cookies (such as the Google Analytics cookie) and third-party cookies (such as the DoubleClick cookie) together to inform, optimize, and serve ads based on someone's past visits to our website.

### **In Addition:**

Mission Skill Academy and third-party vendors, including Google, use first-party cookies (such as the Google Analytics cookies) and third-party cookies (such as the DoubleClick cookie) together to report how your ad impressions, other uses of ad services, and interactions with these ad impressions and ad services are related to visits to our site.

Mission Skill Academy uses data from Google's Interest-based advertising or 3rd-party audience data (such as age, gender, and interests) with Google Analytics in order to better create online ads and content that will appeal to visitors.

## **How is Information Shared?**

Though we make every effort to preserve user privacy, we may need to disclose personal information when required by law wherein we have a good-faith belief that such action is necessary to comply with a current judicial proceeding, a court order or legal process served on our website.

## Use of Cookies

Cookie enables Mission Skill Academy College of Technology website to tailor what you see according to the way you entered the site (i.e., if you entered by pushing a button identifying yourself as a student, your subsequent views of information might be tailored for student audiences).

There is no legal requirement for you to provide any information to our website. However, our website will not work without routing information and the essential technical information. Failure of your browser to provide nonessential technical information will not prevent your use of our website but may prevent features from working. For any optional information that is requested at a Mission Skill Academy website, failure to provide the requested information will mean that the particular feature or service associated with that part of the web page may not be available to you.

## Our Commitment to Data Security

To prevent unauthorized access, maintain data accuracy and ensure the correct use of information, we have put appropriate physical, electronic and managerial procedures in place to safeguard and secure the information we collect online, consistent with the policies of Mission Skill Academy and with the laws and regulations of the Government of Malaysia.

## How to Contact Us

Should you have other questions or concerns about these privacy policies and practices, please send us an e-mail at [info@spectrum.edu.my](mailto:info@spectrum.edu.my).

If you wish to review or change information gathered about you via an official Mission Skill Academy website but you do not know how, Mission Skill Academy will assist in locating the persons responsible for that site so that you may make your request for review or change of information directly.