

# **SALIHIN Academy – Legal & Compliance Centre**

Last Updated: [24/7/2025]

## **1. Privacy Statement**

### **Introduction**

SALIHIN Academy (“SALIHIN Academy,” “we,” “our,” or “us”) is a member entity of SALIHIN International, responsible for advancing its professional development and training initiatives. We are committed to protecting the confidentiality, integrity, and privacy of personal data entrusted to us by learners, clients, partners, instructors, job applicants, and website visitors.

This Privacy Statement explains how we collect, use, disclose, and safeguard your personal data when you interact with us, including through our website (salihinacademy.com), events, learning platforms, and other communication channels.

### **Scope**

This Privacy Statement applies to personal data collected through:

- Our website, portals, and e-learning platforms.
- Training programmes, conferences, and workshops.
- Client engagements and customised learning solutions.
- Marketing and communication (email, social media, newsletters).
- Recruitment and employment processes.

### **Legal Basis for Processing**

We process personal data on the basis of:

- Consent: Where you have provided clear permission.
- Contract: To perform obligations related to services or programmes.
- Legal Obligation: Such as compliance with HRDCorp reporting.
- Legitimate Interests: Improving services, enhancing security, and maintaining relationships.
- Public Interest: Where applicable under government-supported initiatives.

### **Personal Data Collected**

Information You Provide:

- Identification: Name, IC/passport number, DOB, gender.
- Contact: Address, email, phone number.
- Professional: Employer, position, qualifications.
- Learning History: Courses attended, certificates, results.
- Payment Information: Where applicable.
- Event Participation: Dietary/accessibility needs.

#### Sensitive Personal Data:

We only collect sensitive data (e.g. dietary needs linked to religious beliefs) where necessary and with explicit consent.

#### Automatically Collected Data:

We collect IP addresses, browser types, cookie identifiers, and usage analytics to improve platform performance and security. Refer to our Cookie Policy for more information.

## 2. Cookie Policy

### Overview

SALIHIN Academy uses cookies and similar technologies to deliver a secure and personalised digital experience.

### What Are Cookies?

Cookies are small files stored on your device that allow our systems to recognise your browser, preferences, and login sessions.

### Types of Cookies

- Essential: Required for access and platform functionality.
- Performance: Anonymous usage data for analytics.
- Functional: Remember preferences like language and playback settings.
- Marketing: (Optional) Used to serve targeted content.

### Managing Cookies

You can manage cookies through your browser settings or our cookie banner. Some features may not function if cookies are disabled.

### Third-Party Cookies & Web Beacons

We use third-party tools (e.g. Google Analytics, Vimeo) and email tracking to optimise services. Refer to their privacy policies for details.

### Changes to This Policy

Material changes will be updated on this page and reflected in the “Last Updated” notice.

Questions? Email [info@salihinacademy.com](mailto:info@salihinacademy.com).

## **3. Terms and Conditions**

### **Introduction**

By accessing salihinacademy.com, you agree to the following Terms and Conditions, including those applicable to our LMS, registration portals, and digital content.

### **Licence of Use**

You are granted a non-exclusive, limited licence for personal or organisational learning. Commercial use or republication without permission is prohibited.

### **Intellectual Property**

All materials remain the property of SALIHIN Academy or its partners. Reuse requires prior written approval.

### **User Responsibilities**

You agree not to:

- Post unlawful or infringing content.
- Share another learner's personal data.
- Interfere with LMS systems or assessments.
- Use forums for unauthorised advertising.

### **Disclaimer**

While we strive for accuracy, all content is provided "as is." We do not guarantee uninterrupted access or error-free materials.

### **Limitation of Liability**

To the fullest extent permitted by law, SALIHIN Academy is not liable for any indirect or consequential losses from use of our site or services.

### **Indemnity Clause**

You agree to indemnify us from any claims arising from your misuse of our site or content.

### **External Links**

We are not responsible for the content or practices of linked third-party websites.

### **Modifications**

Terms and content may change without notice. Continued use implies acceptance of such changes.

### **Governing Law**

These terms are governed by Malaysian law. Any disputes will be subject to Malaysian courts.

## Contact

Website Administrator

Email: [info@salihinacademy.com](mailto:info@salihinacademy.com)

Tel: +603 6185 9970

## 4. Frequently Asked Questions (FAQs)

- Q: What programmes are offered?

A: Executive short courses, professional certifications (e.g. Islamic Finance), international programmes, webinars, and conferences.

- Q: How do I register for a course?

A: Visit our Training Calendar at [salihinacademy.com](http://salihinacademy.com) and select “Register” for your chosen programme.

- Q: Is SALIHIN Academy HRDC-registered?

A: Yes, eligible employers can claim under HRDCorp schemes.

- Q: Where are your training venues?

A: Training is conducted at SALIHIN Corporate Centre (KL), selected venues nationwide, and online.

- Q: Can I request in-house training?

A: Yes. Email [info@salihinacademy.com](mailto:info@salihinacademy.com) with your requirements.

- Q: How do I access the LMS?

A: Login details will be sent 3 days prior to programme commencement.

- Q: Will I receive a certificate?

A: Yes. Digital certificates are issued upon successful completion.

- Q: What is your refund policy?

A: Full refunds are available for cancellations made at least 7 days before the start date.

- Q: How is my data protected?

A: Refer to our Privacy Statement. We use encryption and access controls.

- Q: How can I become a trainer?

A: Submit your CV and course proposal to [info@salihinacademy.com](mailto:info@salihinacademy.com).

- Q: Who do I contact for technical support?

A: Reach us at [info@salihinacademy.com](mailto:info@salihinacademy.com) or use the hotline displayed in your course dashboard.