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| **Community in our heart** |
| **Education at our fore** |
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| **WHO WE ARE** |
| The Community Chest (“**TCC**”) is an independent, not-for-profit, non-governmental charitable organization established by the private sector to promote and support education for the sole benefit of the Malaysian community, funded primarily by the profits of Pan Malaysian Pools Sdn. Bhd. (“**PMP**”) and also donations from the public. |
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| We are managed by a Board of Trustees who contributes their time voluntarily and supported by our wholly owned subsidiary, Pusat Pengurusan Pendidikan Malaysia Sdn Bhd (“**PPPM**”), tasked with proposing and implementing initiatives and activities to promote and support our objectives.  |
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| **OUR MISSION AND CHARTER** |
| We focus on education. |
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| We aim to fund initiatives designed to transform and improve the quality of education in “**Learning Institutions**” (comprising schools, colleges, universities and institutions of higher learning) and the quality of these Learning Institutions. |
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| As our resources are limited, our focus is on Learning Institutions which are not-for-profit and which do not receive sufficient funding and/or aid from the State or Federal Governments of Malaysia or from the community. |
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| We also provide scholarships to help eligible and deserving students to gain access to quality education.  |
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| Additionally, we also carry out research, studies and analysis and compile data and information in pursuit of our objectives and publish or sponsor the publication and dissemination of materials relating to education.  |
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| **VOLUNTEERING FOR TCC** |
| We are actively looking for volunteers who share the same belief and passion to join us in our pursuit of enhancing the quality of our country’s education which we believe, creates opportunity, shapes individuals and ultimately the well being of the community. |
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| **What Can You Do To Help?** |
| As our volunteers, you play an important role in our effort to promote the efficient and effective implementation of our approved funding, as well as the execution of the approved purposes of the Learning Institutions in an orderly and timely manner.  |
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| **Areas Of Work Of A Volunteer** |
| These vary according to the needs of the Learning Institution assigned to a Volunteer. Generally, they involve - |
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| 1. Review, verify and evaluate the Learning Institution’s funding applications. This may require (i) site visits to Learning Institution to assess its existing conditions and to obtain photographs, and (ii) to report your findings to TCC, with your appropriate recommendation if it is a deserving Learning Institution for TCC’s funding aid;
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| 1. If the Learning Institution’s funding request (“**Approved Project**”) involves tender exercise, to monitor, evaluate and provide recommendation based on bid(s) shortlisted by Learning Institution.
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| **Areas Of Work Of A Volunteer (cont’d)** |
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| 1. For contract documentation of the Approved Project, to liaise and follow up with the Learning Institutions, the suppliers/contractors/vendors (“**Contractor**”) and TCC’s Legal Team.
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| 1. Maintain close communication with TCC, the Learning Institutions and the Contractor for smooth implementation of the Approved Project and to address any related issues that may arise from time to time.
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| 1. Keep TCC updated on status of the Approved Project in timely manner.
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| 1. Verify Contractor’s invoices for disbursement of approved donation by TCC, which may necessitate site visits to the Learning Institution to verify work undertaken.
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| 1. Provide a brief closing report (and obtain photographs as evidence) of the successful completion of the Approved Project.
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| Upon joining, you will be apprised on your role as a TCC volunteer in greater details at induction session(s) to be conducted by TCC at which you will also be advised on TCC workings, policies and good practice guidelines. Our office support personnel are always ready to guide and lend a helping hand in this aspect.  |
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| **Who Can Be A Volunteer With Us**  |
| You can be a volunteer if you: |
| * are 18 years of age or older;
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| * enjoy meeting people;
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| * are a good listener and seek to understand the needs of the beneficiaries of our donations;
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| * are ready and able to offer your weekdays during office hours to attend to the volunteering work which involves communication with and/or visit to the Learning Institution; and
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| * are committed to follow through the implementation of Approved Project assigned.
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| **How To Apply** |
| If you are interested to join us, please complete the following Volunteer Application Form and send it to: |
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| The General Manager |
| Pusat Pengurusan Pendidikan Malaysia Sdn Bhd |
| 16th Floor, Wisma Genting |
| Jalan Sultan Ismail, 50250 Kuala Lumpur |
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| Completed and signed application form must be submitted together with a copy of your NRIC (front and back) or passport (for non Malaysian). Only shortlisted applicants will be contacted. |
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| **General Enquiries** |
| If you have any enquiries on volunteering for TCC, please send your enquiries to us at our email address at enquiries@commchest.org.my or fax at 03-2182 2020 or call us at 03-2182 2182 to ask for TCC office support. |

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| Important Note: Details for fields marked with “**\***” are compulsory. |
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|  **(A)** | **PERSONAL INFORMATION** |
|  | \*Name:  |
|  | \*NRIC (for Malaysian) / Passport No. (for non Malaysian):       |
|  | \*Gender: [ ]  Male [ ]  Female |
|  | \*Date of Birth:       |
|  | Race: Click to choose If others, please specify:       |
|  | Marital Status: Click to choose  |
|  | * If married, please provide name and contact of spouse:
 |
|  | * No. of Dependents:
 |
|  | Have own transportation: [ ]  Yes [ ]  No |
|  | * If yes, please indicate: [ ]  Car [ ]  Motorcycle
 |
|  | Highest Academic Qualification:        |
|  | \*Occupation:       |
|  | \*Field of Expertise: Click to choose If others, please specify:       |
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| **(B)** | **ADDRESS** |
|  | \*Mailing Address:       |
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| **(C)** | **COMMUNICATION**  |
|  | \*Mobile No.:       **or** Home Tel. No.:       **or** Office Tel. No.:       |
|  | \*Email Address:       |
|  | \*Languages (written): [ ]  English [ ]  Bahasa Malaysia [ ]  Mandarin [ ]  Tamil |
|  | \*Languages (spoken): [ ]  English [ ]  Bahasa Malaysia [ ]  Mandarin [ ]  Tamil |
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| **(D)** | **VOLUNTEERING INFORMATION** |
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| (1) | Volunteer experience with charitable organization in the past 5 years: [ ]  Yes [ ]  No |
|  | * If yes, please provide name of the organization and brief description of volunteering experience:
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| (2) | Why have you chosen to volunteer with TCC? |
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| (3) | Geographical locations you are willing to cover: Click to choose |
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| **(E)** | **Emergency Contact PERSON** |
|  | \*Name:       |
|  | \*Mobile No.:       **or** Home Tel. No.:       **or** Office Tel. No.:       |
|  | Email Address:       |
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| **(F)** | **RECOMMENDED BY** (If applicable) |
|  | Name:       |
|  | Existing Volunteer at TCC: [ ]  Yes [ ]  No |
|  | Mobile No.:       Email Address:       |
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| **(G)** | **ACKNOWLEDGEMENT** |
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| (1) | I declare that the information provided above is true and correct and TCC may at its absolute discretion contact any party to verify the information provided herein; |
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| (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.
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| (3) | I acknowledge that in volunteering my services and time with TCC, I am not entitled to any remuneration, gratuities or benefits, whether in monetary form or otherwise; |
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| (4) | Participation in the Procurement and Tendering Process for LI’s Project (“Process”) |
|  | 1. I shall immediately disclose to TCC in writing of any relationship (of myself or my family member(s) namely my spouse, parents, children, siblings or spouses of my children or siblings) that gives rise to or be seen to give rise to a conflict of interest to the Process;
 |
|  | 1. I shall maintain the confidentiality of the Process and information obtained/generated through the Process (including but not limited to reserved prices, name of tenderers and bids received);
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| (5) | I agree that TCC has the right to reject my application or terminate my volunteering services at its absolute discretion without assigning any reasons; and |
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| (6) | I agree to waive any claims against TCC arising from or in connection with my participation in TCC volunteering services. |
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| **APPLICANT'S SIGNATURE****Date:**  | ***FOR CORPORATE PARTICIPATION ONLY****Participation endorsed by (Superior/Head of Department/etc.)**Name:**Designation:**Date:* |

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| Pursuant to the Personal Data Protection Act 2010 (“**Act**”), this Notice aims to explain –1. **The Nature of Your Personal Data That We Collect and Have Collected**

1.1 This includes your name, identification card (NRIC) number, address, telephone number, e-mail address and/or such other information identifiable to you required for the Purposes below. 1.2 When you visit our website [www.commchest.org.my](http://www.commchest.org.my) (“**TCC Website**”), information such as the date and time of access, IP address, internet host and browsing history may be automatically collected through TCC Website.1. **Purposes of Collecting and Processing Your Personal Data**
	1. The Purposes are for activities in furtherance of our mission and objectives (“**Objectives**”) which include (a) our volunteering activities for execution of our Objectives; (b) for compliance with any governing laws and/or legal processes and/or orders (“**Applicable Authorities**”); (c) for personnel administrative and management; and (d) such other purposes relating to the above.
	2. By virtue of you providing us with your Personal Data you are deemed to have consented to our collection, retention and/or processing of your Personal Data for the Purposes.

**3. Are You Obliged to Provide Your Personal Data**3.1 The provision and processing of your Personal Data for the Purposes in Paragraph 2.1 are mandatory. Your refusal to provide or limiting our processing of your Personal Data will result in us not being able to undertake the respective Purposes.3.2 You may at any time withdraw your consent to us or limit our processing of your Personal Data by notifying us as described in Paragraph 6 below. **4. To Whom Your Personal Data Will Be Disclosed To**Disclosure will only be made to (a) our (including our related corporations) (collectively “**Group**”) employees, representatives and/or volunteers; (b) the Group’s service providers and contractors; and (c) the learning institutions and Applicable Authorities, in connection with our Objectives, strictly for the Purposes and on “need to know” basis. **5. Accuracy of Personal Data and Your Access and Correction of Personal Data**5.1 The Personal Data collected by us is deemed to be accurate until and unless you notify us otherwise.5.2 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 to be imposed at our absolute discretion, and on terms and conditions which we may prescribe from time to time.**6. Enquiries and Notifications**For communications regarding this Notice and matters relating to your Personal Data, please direct your communication to our “PDP Officer”, by facsimile to 603 2182 2020, by e-mail to enquiries@commchest.org.my; or by post to our registered address.**7. Amendments**This Notice may be amended/revised from time to time and unless otherwise provided, shall take effect immediately upon posting. In the event of any inconsistency (a) between this Notice and other privacy or related notices as may be prescribed by us, electronically or otherwise, this Notice shall prevail; and (b) between the English and the Bahasa Malaysia and/or the Chinese versions, the English version shall prevail. | Selaras dengan Akta Perlindungan Data Peribadi 2010 ("**Akta**"), Notis ini bermatlamat menjelaskan –**1. Jenis Data Peribadi Anda Yang Kami Kumpul dan Telah Kumpul**1.1 Ini termasuk nama, nombor kad pengenalan, alamat, nombor telefon, alamat e-mel anda dan/atau apa-apa maklumat lain yang boleh dikenal pasti merujuk kepada anda, yang diperlukan untuk Tujuan-tujuan di bawah.1.2 Apabila anda melawat laman web kami [www.commchest.org.my](http://www.commchest.org.my) ("**Laman Web TCC**"), maklumat seperti tarikh dan masa akses, alamat IP, hos internet dan sejarah pelayaran boleh dikumpul secara automatik melalui Laman Web TCC.**2. Tujuan-tujuan Pengumpulan dan Pemprosesan Data Peribadi Anda**2.1 Tujuan kami adalah untuk aktiviti-aktiviti dalam melaksanakan misi dan objektif kami (“**Objektif**”) yang termasuk (a) aktiviti sukarela bagi pelaksanaan Objektif kami (b) untuk pematuhan apa-apa undang-undang dan/atau proses undang-undang dan/atau perintah-perintah ("**Otoriti Berkaitan**"); (c) untuk pentadbiran kakitangan dan pengurusan; dan (d) tujuan-tujuan lain berhubungan dengan di atas.2.2 Tindakan anda dengan memberikan kami Data Peribadi anda, anda dianggap telah bersetuju dengan pengumpulan, penyimpanan dan/atau pemprosesan Data Peribadi anda oleh kami untuk Tujuan-tujuan di atas.**3. Adakah Anda Diwajibkan Untuk Memberi Data Peribadi Anda**3.1 Pemberian dan pemprosesan Data Peribadi anda untuk Tujuan-tujuan di bawah Perengan 2.1 adalah wajib. Keengganan anda untuk memberi atau menghadkan pemprosesan Data Peribadi anda akan menyebabkan kami tidak dapat menjalankan Tujuan-tujuan yang berkaitan.3.2 Anda boleh pada bila-bila masa, menarik balik kebenaran anda kepada kami atau menghadkan pemprosesan kami dengan memaklumkan kami seperti dinyatakan dalam Perengan 6 di bawah.**4. Kepada Siapa Data Peribadi Anda Akan Dikemukakan** Pendedahan hanya akan dibuat kepada (a) kakitangan, wakil dan/atau sukarelawan kami (termasuk syarikat-syarikat berkaitan kami) (secara kolektif “**Kumpulan**”); (b) pembekal perkhidmatan and kontraktor Kumpulan; dan (c) institusi pembelajaran serta Otoriti Berkaitan, selaras dengan Objektif kami, terhad kepada Tujuan-tujuan tersebut dan atas dasar "perlu tahu".**5. Ketepatan Data Peribadi dan Akses Anda dan Pembetulan Data Peribadi**5.1 Data Peribadi yang dikumpul oleh kami adalah dianggap tepat sehingga dan melainkan jika anda memaklumkan kami sebaliknya.5.2 Anda boleh, setakat yang dibenarkan di bawah Akta, meminta untuk (a) akses dan/atau (b) sebarang pembetulan munasabah, tertakluk kepada bayaran pentadbiran munasabah untuk dikenakan atas budi bicara mutlak kami, dan atas terma-terma dan syarat-syarat yang kami mungkin tetapkan dari semasa ke semasa.**6. Pertanyaan dan Pemberitahuan**Untuk sebarang komunikasi mengenai Notis ini dan perkara-perkara yang berkaitan dengan Data Peribadi anda, sila ajukan komunikasi anda kepada "Pegawai PDP" kami, melalui faksimili ke 603 2182 2020, melalui e-mel kepada enquiries@commchest.org.my; atau melalui pos kepada alamat berdaftar kami.**7. Pindaan**Notis ini boleh dipinda/disemak semula dari semasa ke semasa, dan kecuali diperuntukkan sebaliknya, adalah berkuat kuasa serta-merta apabila dikeluarkan. Sekiranya terdapat sebarang ketidakselarasan (a) antara Notis ini dan notis privasi lain atau berkaitan yang mungkin ditetapkan oleh kami secara elektronik atau sebaliknya, Notis ini adalah terpakai; dan (b) di antara versi-versi Bahasa Inggeris dan Bahasa Malaysia dan/atau Bahasa Cina, versi Bahasa Inggeris adalah terpakai. |