

## **PERSONAL DATA PROTECTION NOTICE** **(ENGLISH VERSION)**

[Effective Date: 1<sup>st</sup> January 2023]

[Last Reviewed: 1<sup>st</sup> July 2023]

This Personal Data Protection Notice (“Notice”) is issued pursuant to the Section 7 of the Personal Data Protection Act 2010 (“Act”) and for the purpose of this Notice, “personal data” shall have the meaning as described to it under the Act. This Notice applies to any individual whose personal data is being and will be processed by Cekap Technical Services Sdn Bhd (CEKAP).

This Notice clarifies how your personal data is collected, processed, used, shared, disposed of by CEKAP and the security measure that we established to ensure your personal data is well-protected.

For the purpose of this Notice, personal data includes data collected and to be collected before and after the issuance of this Notice.

### **A. Collection of Personal Data**

1. In the course of dealing or carrying out one or more of its functions or any commercial transactions, CEKAP needs to collect personal data where it is required as prescribed under the Act.
2. Such data, where it relates directly or indirectly to a specific individual, may fall within the definition of personal data under the Act and as such, all acts of processing such personal data will be carried out in compliance with the Act. Under the Act, “processing” includes the acts of collecting, recording, holding or storing personal data or carrying out any operation or set of operations on the personal data.
3. Firstly, the type of “personal data” collected by CEKAP regarding individuals generally includes the following, but not limited to —
  - i. Name and address (including email address);
  - ii. Identification card number;
  - iii. Passport number;
  - iv. Telephone numbers;
  - v. Health information;
  - vi. Picture;
  - vii. Images recorded by the closed-circuit television (CCTV);
  - viii. Information contained in personal files.
4. Secondly, type of “sensitive personal data” collected by CEKAP regarding individuals generally includes —
  - i. individual’s physical or mental health condition;
  - ii. individual’s political opinions;
  - iii. individual’s religious beliefs or other beliefs of a similar nature;
  - iv. the commission or alleged commission by the individual of any offense.

## **B. Purpose of Personal Data Collection**

1. Among the purposes of personal data collection are, but not limited to:
  - i. To provide services to clients;
  - ii. Delivery of notices or information by any means applicable, services or products and the marketing of such services;
  - iii. To enter into the necessary agreement with any party;
  - iv. Preparation and execution of all necessary documents and agreements and/or contracts for our projects, products and/or services;
  - v. To purchase or subscribe the products and/or services;
  - vi. Maintenance and development;
  - vii. Due diligence process (including but not limited to fraud and money-laundering), whistleblowing and including any legal or regulatory requirements relating to our provision of services and products and to make disclosure under the requirements of any applicable law, regulation, direction, court order, by-law, guideline, circular or code applicable;
  - viii. Marketing and client profiling activities regarding our latest projects, products and/or services;
  - ix. Telecommunication means (telephone calls, SMS messages or social chat applications);
  - x. Defect rectification works, management, customer services and any programmes;
  - xi. Any subsequent commercial transactions in relation to any projects, products and/or services;
  - xii. Employment applications, including carry out or perform candidate screening for relevant position and interview process;
  - xiii. To administer independent contractors;
  - xiv. To carry out a variety of administrative work and general business management as required under the law;
  - xv. To conduct training and professional development courses and to organise events;
  - xvi. For any other purposes that are incidental to any of the above purposes.

## **C. Sources of Personal Data Collection**

1. Your personal data collected, processed and used by CEKAP are sourced and obtained from lawful channel such as:
  - i. Agreements and contracts for our services and products;
  - ii. Official registration forms (either electronic or printed);
  - iii. Official Request for Information forms that are provided to you by our employees or agents;
  - iv. Any emails or any correspondences that we have received from you requesting for information or making any inquiries;
  - v. Any forms that you have submitted on our website or any websites contracted by us;
  - vi. Any referrals from a person which have included their verifiable personal contact details; e.g., letters of offer from financial institutions (local and foreign) for pre-approved loans;

- vii. Business cards that were dropped or given to our employees, agents, brokers or associates;
- viii. Any documents (including but not limited to statutory forms and returns) that were submitted to us for processing.

**D. Your Rights as Data Subject**

1. It is voluntary for you to provide and submit your personal data to CEKAP. However, if you do not provide and submit your personal data, CEKAP may not be able to carry out effectively the functions or any commercial transaction including performing any right or obligation in connection with your business activities or employment engagement with CEKAP.
2. You have the right at any time to request for access or, if required, for correction of your personal data in our records subject to the provisions applicable under the law. Your rights as a data subject are;
  - i. Request access to your personal data in our records for verification purposes by filling up Personal Data Access Request Form. You may access and review all of your personal data held by us;
  - ii. Request the correction of your personal data in our records in the event the information is inaccurate, misleading, out-of-date or incomplete upon validation and verification of the new information by filling up Personal Data Correction Request Form;
  - iii. Withdraw, in full or in part, your consent to personal data processing which was given previously, subject to the applicable law;
  - iv. Prevent processing or require Data User to cease or not to begin the processing of personal data, by way of notice in writing at any time, if you believe that the processing of your personal data for the purpose or in the manner is causing or is likely to cause substantial damage or substantial distress to you or to another person and the damage or distress is or would be unwarranted; and
  - v. Prevent processing or require the Data User to cease or not to begin processing your personal data for purposes of direct marketing by way of written notice at any time.
3. Note that CEKAP has the right to refuse any aforementioned request made by you, by way of written notice, in certain circumstances as permitted under the applicable law.
4. If you have any questions about this Notice or request to access, amend, and correct your personal data, please send an email to [contract@cekaptechnical.com](mailto:contract@cekaptechnical.com).

**E. Disclosure and Transfer of Personal Data**

1. Your personal data provided to us or obtained by us will be kept confidential. However, it may be necessary for CEKAP to disclose and transfer your personal data provided with your agreement, consent or authorization to certain third parties to perform services which may include but not limited to;
  - i. Statutory bodies, regulatory bodies, local authorities and/or other governmental authorities;

- ii. Any persons or relevant parties, non-governmental bodies/agencies and private institutions;
  - iii. Any related companies and/or our business partners and affiliates that provide related services or products in connection with our business;
  - iv. Our auditors, consultants, lawyers, accountants or other financial or professional advisers appointed in connection with our business;
  - v. Our clients, third party service providers, third party management companies, subcontractors or other parties as may be deemed necessary by us to facilitate business dealings with us;
  - vi. Whom we are compelled to or required under the law.
2. The disclosure and transfer of your personal data to the aforementioned third parties will be made in a safe and secure manner.

**F. Security Measure**

1. CEKAP takes practical steps to protect your personal data from any loss, misuse, modification, unauthorized or accidental access or disclosure, alteration or destruction. CEKAP regularly review and implement up-to-date technical and organizational security measures (encompasses digital security and physical security) which in its view that is required or appropriate to keep your personal data in a safe manner. All our staff members and authorized third parties will be required to comply with these measures and practices.

**G. Retention Period for Personal Data**

1. CEKAP will retain your personal data in compliance with this Notice and/or the terms and conditions of your agreement(s) with CEKAP for no longer than is necessary for the purposes for which it was collected or provided to us, or as long as necessary to perform our obligations to you or to enforce legal rights or defend the interests of CEKAP as may be deemed necessary, or as required by applicable laws or tax or accounting purposes.

**H. Amendment to Notice**

1. CEKAP reserves the right to amend, revise or modify this Notice from time to time, and the updated version shall apply and supersede any and all previous versions. The updated or revised version will be made available at CEKAP's official website, <https://www.cekaptechnical.com>.
2. This Notice is issued in both Malay and English languages. In the event of any inconsistency, the English language version of this Notice shall prevail.