



## **PERSONAL DATA PROTECTION NOTICE OF SRI TAKADA INDUSTRIES (MALAYSIA) SDN. BHD.**

This Personal Data Protection Notice ("Notice") is formulated in accordance with the Personal Data Protection Act 2010. By engaging the services of our company or by providing any services to our company or by accessing our company's website at [www.sritakada.com.my](http://www.sritakada.com.my) ("Website"), you hereby consent to the collection, usage and processing of your personal data by our company for the purposes stated below unless you notify us in writing to the contrary.

### **PERSONAL DATA**

The personal data that you may provide or have provided to our company includes your name, National Registration Identification Card number / Passport number, phone number, address, email address, occupation details and any information which relates directly or indirectly to you, from which you may be identified. We will collect, record, store and process your personal data or we may outsource the data processing to a third party.

In addition to the personal data that you provide to our company directly, our company may also collect your personal data from various other resources, including but not limited to:-

- From our company's associated companies or branches;
- From online search engines;
- Information obtained from third parties through referral or lawful sources, or any other lawful manner;
- Your personal data may also be gathered by 'cookies' when you visit our Website.

### **PURPOSE OF PROCESSING PERSONAL DATA**

You hereby agree and consent to our company using and processing your personal data provided to our company, for the purposes as described below:-

- For the purpose of commercial record;
- For the performance of the services that you have required from our company;
- For our company to comply with the laws, regulations, guidelines or policies; and licensing and registration imposed by the regulatory, governmental bodies or other relevant authorities and bodies;
- For responding to your enquiries and for our company to contact you;
- For the internal administration between our company and associated companies or branches; and/or
- Other purposes related to the purposes stated above.

Please take note that provision of your personal data is mandatory. If you do not provide all the information as requested, it will affect our capacity to accomplish the above stated purposes.

### **DISCLOSURE TO THIRD PARTIES**

In the course of business, we may need to disclose your personal data to other third parties, including but not limiting to the following parties:-

- Our associated companies or branches, both local and overseas;
- Other contractors, sub-contractors or clients in performing a contract to which you are also a party;
- Banks and financial institutions;
- Insurance providers;
- Auditors;
- Any agents and their employees that perform services for our company; and/or
- Any authorities and registration/licensing bodies

### **REQUEST FOR ACCESS AND CORRECTION TO PERSONAL DATA AND INQUIRIES / COMPLAINTS**

If you would like to request access to or make correction of your personal data or limit the processing of your personal data, you may contact our Personal Data Protection Officer at 03-20355948 or fax to 03-33435951 or email us at [compliance@sritakada.com.my](mailto:compliance@sritakada.com.my). These requests however are subject to the exceptions and limitations as may be contained in the Personal Data Protection Act 2010. We have the right to refuse your request to the extent permitted by the Personal Data Protection Act 2010.

In the event that you are corporate entity or a partnership, this notice is deemed to be given to your representatives whose personal data is provided to our company for processing in accordance to the purposes stated above. In this regard, you warrant that you have obtained all the necessary consent from your representatives to allow us to process their personal data for the purposes stated above.

Our company reserves the right to amend or modify this Notice from time to time without prior notice to you. We trust that you understand, give consent and agree to the terms and conditions in respect of our processing of your personal data. If we don't receive any response from you within fourteen (14) days from the date of the release of this Notice, you shall be deemed to have agreed to the same.

Yours faithfully,  
Sri Takada Industries (Malaysia) Sdn. Bhd.