

PERSONAL DATA PRIVACY NOTICE

The Personal Data Protection Act 2010 (the “Act”), which regulates the processing of personal data in commercial transaction, applies to TAIKO MARKETING SDN BHD (“TAIKO”, “Company”, “our”, “us” or “we”).

We are committed to the protection of your Personal Data and your privacy. This Notice is issued to all our valued customers, trading partners, website users and persons who process personal data in respect of commercial transaction pursuant to the requirements under the Act. This Notice sets out how we collect, process and handle your personal data in accordance with the Act. Please note that we may amend this Notice at any time without prior notice and will notify you of such amendment via our website.

Personal Information and Data Collection

Types of personal data

Personal data processed by us may include, but not limited to your name, company’s name, address, country, telephone numbers, fax numbers and email address, photograph, identity card details, age, gender.

Sources of personal data

Your personal data will be collected from various sources such as email, business card, security registration, standardize forms, phone calls & phone messages, cctv footage, identity cards.

made available during your visits to TAIKO MARKETING’s offices, website, existing guest lists, business cards, guest books and/or any events organised by TAIKO MARKETING.

Obligatory personal data

All information requested for in the relevant forms is obligatory to be provided by you to us unless stated otherwise. Should you fail to provide the obligatory information, we would be unable to provide you with the service and/or products requested.

Purpose of collecting and processing

The purposes for which your personal data may be used are, including but not limited to the following:

- our internal record keeping;
- the delivery of services or products to you;
- improving our products and services;
- enabling you to provide goods or services to TAIKO;
- conducting internal activities;
- sending you information via email, or other telecommunication means in relation to the services or products that we are offering;
- sending you festive messages, promotional message and special offers based on your privacy preferences;
- meeting any legal or regulatory requirements in relation to our provision of services or products and for purposes of disclose under the requirements of any applicable law, regulation, direction, court order, by-law, guideline, circular or code applicable to us;
- better understand your needs as our customer;
- security and fraud prevention;
- statistical analysis of data;
- profiling your preferences;
- finance and marketing activities;
- our good corporate governance;
- our corporate exercises;
- sending you event invitations based on selective events;
- comply with the Companies Act 2016;
- inclusion in media engagements and/or any relevant or related events;
- preparing guest invitations, registration and/or sign-ups for our events;
- printed and on-line publications,

(collectively, “**the Purposes**”).

Disclosure of Personal Data

We will ensure that your personal data provided to us will be kept private and confidential. We will ensure that access is restricted to employees who are contractually required to process your personal data in accordance with their respective job requirements and only necessary information is released to relevant employees.

Please be informed that your personal data may be disclosed, disseminated and/or transferred to relevant third parties (in or outside of Malaysia) as required under law or pursuant to relevant contractual relationship (e.g. where we appoint third party service providers). Please find below the examples of relevant third parties who will receive your personal data:

- our affiliates or related companies;
- any person to whom we are compelled or required to disclose your personal data under law or in response to a competent or government agency;
- government agencies, statutory authorities and industry regulators;
- our auditors, consultants, accountants, lawyers or other financial or professional advisers;
- any third parties for the purpose of fulfilling our obligations to you in respect of the Purposes or related Purposes and also in providing integrated services, maintaining and storing records.

Websites

Links to other sites

Content on our website may include links to third party websites. We are not responsible for the content on such linked third party websites and users should observe the separate privacy policies applicable to the respective third party websites.

Right to access, correct and limit the processing of personal data

. We will make every endeavor to ensure your personal data is accurate, not misleading, updated and complete in all aspects, therefore we ask that if there are changes to your personal data, you should notify us directly and as soon as possible. For the avoidance of doubt, we and/or the Group and/or its employees or authorized officers or agents will not be responsible for any personal data submitted by you to us that is inaccurate, misleading, incomplete and not updated.

Further, we may request your assistance to procure the consent of third parties whose personal data is made available by you to us and you hereby agree to use your best endeavors to do so.

You may at any time after the submission of your personal data to us, submit your request for access to your personal data by submitting such request to us at the address stated below in the event:

1. you require access to and/or wish to make corrections to your personal data subject to compliance of such request for access or correction not being refused under the provisions

(Version 2 for Website) Legal Department, Taiko Consultants Sdn. Bhd. of the Act and/or existing laws;

2. you wish to enquire about your personal data;
3. you would like to obtain further information on how to limit the processing of your personal data;
4. you would like to make a complaint in respect of your personal data; and
5. you are no longer agreeable to us retaining, holding or storing your personal data (please note that this may result in us not being able to properly perform or discharge our obligations to you),

Please contact the Personal Data Protection Officer below:

Personal Data Protection Officer (Designation of the Officer)

Contact No: 603-76246089 (Assistant HR Manager)

Any personal data retained by us shall be destroyed and/or deleted from our records and system in accordance with our retention policy in the event such data is no longer required for the said Purposes.

Consent

We trust that you have received our consent form and that you declare that you have read, understood and accepted the statements and terms above.

Further, we may request your assistance to procure the consent of third parties whose personal data is made available by you to us and you hereby agree to use your best endeavors to do so.

Conflict

In accordance to section 7(3) of the PDPA, this Personal Data Privacy Notice is issued in both English and Bahasa Malaysia. In the event of any conflict between this English language Notice and its corresponding Bahasa Malaysia Notice, the terms in this English language Notice shall prevail.