

PAN MALAYSIAN SWEEPS SDN BHD (171686-H)
PRIVACY NOTICE

1. **Collection of Personal Data**

This Privacy Notice is pursuant to the Personal Data Protection Act 2010.

We treat and view your personal data seriously.

In the course of your dealings with us, Pan Malaysian Sweeps Sdn Bhd and its related corporations (as defined under the Companies Act 1965) ("PMS Group"), we may collect, process, use, store and/or disclose data and information about yourself ("Personal Data").

2. **Nature of Personal Data**

Such Personal Data may be subject to applicable data protection, privacy and other similar laws and may include information concerning name, identity card number, passport number, address, contact information, email address, photographs as well as information collection when you visit our website such as IP address, web browser software, internet host, browsing history and other information about your visit.

3. **Impact from failure to supply Personal Data**

The failure to supply such Personal Data will result in us being unable to process your request and/or you being unable to visit our website as the case may be.

4. **Consent**

By accessing our website and/or providing the Personal Data to us, you consent to the use of your Personal Data by PMS Group as described in this Privacy Notice.

5. **Purpose of Collecting Personal Data**

The Personal Data is collected, used and otherwise processed by us for one or more of the following purposes:

- a. processing your request(s);
- b. delivering notices, services, products, updates and/or promotional materials to you;
- c. maintaining and improving customer relationship;
- d. communicating with you;
- e. conducting marketing survey and client profiling activities;
- f. maintaining and updating internal record keeping;
- g. detecting and preventing crime (including but not limited to fraud, money-laundering, bribery); and/or
- h. meeting any legal or regulatory requirements and making disclosure under the requirements of any applicable law, regulation, direction, court order, by-law, guideline, circular, code applicable to us or any entity within our group.

6. **Disclosure**

The Personal Data provided to us will generally be kept confidential but you hereby consent and authorize us to provide or disclose your Personal Data to the following categories:-

- a. any person to whom we are compelled or required to do so under law regulation, direction, court order, by-law, guideline, circular, code applicable to us or any entity within our group;
- b. any entity within our group;
- c. our business partners and affiliates that provide related services or products in connection with our business;
- d. statutory authorities, government agencies and industry regulators;
- e. our consultants, accountants, auditors, lawyers or other financial or professional advisers; and
- f. our sub-contractors or third party service or product providers;

7. **Safeguards**

We shall keep and process your data in a secure manner. We endeavour, where practicable, to implement the appropriate administrative and security safeguards and procedures in accordance with the applicable laws and regulations to prevent the unauthorized or unlawful processing of the Personal Data and the accidental loss or destruction of, or damage to, the Personal Data.

8. **Rights of Access and Correction**

8.1 You have the right to request for access to and correction of your information held by us and in this respect, you may:

- a. check whether we hold or use your Personal Data and request access to such data;

- b. request that we correct any of your Personal Data that is inaccurate, incomplete or out-of-date;
- c. request that your Personal Data is retained by us only as long as necessary for the fulfilment of the purposes for which it was collected;
- d. request that we specify or explain our policies and procedures in relation to data and types of Personal Data handled by us;
- e. communicate to us your objection to the use of your Personal Data for marketing purposes whereupon we will not use your Personal Data for these purposes; and
- f. withdraw, in full or in part, your consent given previously, in each case subject to any applicable legal restrictions, contractual conditions and a reasonable time period.

8.2 The department to whom written requests for access to the Personal Data or correction and/or deletion of the Personal Data or for information regarding policies and procedures and types of Personal Data handled by us is:

Department Name:	General Management
Contact No.	603 – 9287 0088
Email Address:	admin@bigswEEP.com.my
Address:	21-25, 3 rd Floor, Wisma Low Siew Eng, Jalan 1/92C, Batu 3¼, Off Jalan Cheras, 56100 Kuala Lumpur, Malaysia.

9. **Updates to Privacy Notice**

We may amend this Privacy Notice from time to time and unless otherwise provided, the updated version shall apply and supercede any and all previous version immediately upon posting. Please regularly check this Privacy Notice for information on our most up-to-date version.