

Terms of Use

By using this website, these terms will automatically apply to you. Make sure that you read them carefully before using it. You're not allowed to copy or modify the website, any part of it, or its trademarks in any way. You're not allowed to attempt to extract the source code of the website, and you also shouldn't try to translate the website into other languages or make derivative versions. The website itself, and all its trademarks, copyright, database rights, and other intellectual property rights related to it, still belong to Personal Collection Sdn. Bhd.

The Personal Collection website stores and processes personal data that you have provided in order to execute our service. It's your responsibility to keep your phone and access to the website secure.

You should be aware that there are certain things that Personal Collection Sdn. Bhd. will not take responsibility for. Certain functions of the website require it to have an active internet connection. The connection can be Wi-Fi or provided by your mobile network provider, but Personal Collection Sdn. Bhd. cannot take responsibility for the website not working at full functionality if you don't have access to Wi-Fi and you don't have any of your data allowance left.

If you're using the website outside of an area with Wi-Fi, you should remember that your terms of the agreement with your mobile network provider will still apply. As a result, you may be charged by your mobile provider for the cost of data for the duration of the connection while accessing the website or other third-party charges. In using the app, you're accepting responsibility for any such charges, including roaming data charges, if you use the website outside of your home territory (i.e., region or country) without turning off data roaming. If you are not the bill payer for the device on which you're using the website, please be aware that we assume that you have received permission from the bill payer for using the website.

Personal Collection Sdn. Bhd. cannot always take responsibility for the way you use the website. Thus, you need to make sure that your device stays charged. If it runs out of battery and you can't turn it on to avail the service, Personal Collection Sdn. Bhd. cannot accept responsibility.

With respect to Personal Collection Sdn. Bhd.'s responsibility for your use of the website, when you're using it, it's important to bear in mind that although we endeavor to ensure that it's updated and correct at all times, we do rely on third parties to provide information to us so that we can make it available to you. Personal Collection Sdn. Bhd. accepts no liability for any loss—direct or indirect—that you will experience as a result of relying wholly on the functionality of the website.

At some point, we may wish to update the website. We may also wish to stop providing the website and may terminate the use of it at any time without giving notice of termination to you.

Changes to these Terms & Conditions

We may update our Terms & Conditions from time to time. Thus, you are advised to review this page periodically for any changes. We will notify you of any changes by posting the new Terms & Conditions on this page. These changes are effective immediately after they are posted on this page.

Data Privacy

This Privacy and Personal Data Protection Policy is issued to all our members pursuant to the Personal Data Protection Act 2010 ("**PDPA**") which came into effect on 15th November 2013.

We Personal Collection Sdn Bhd together with its subsidiaries, affiliates and related corporations (collectively, "the Company", and any reference to "we", "us" or "our" in this Privacy Notice shall include any member of the Company) recognize the importance of privacy and the sensitivity of personal data and information about yourself ("**Personal Data**") and are committed to the protection of your Personal Data

in line with the PDPA. The Company is sharing this Privacy and Personal Data Protection Policy to highlight your rights under the PDPA and we suggest that you read it thoroughly.

During your engagement with the company and/or by accessing and using our website or by interacting with us, you consent to us using, collecting and processing your personal data in the manner contemplated in this Notice.

This Notice may be amended or updated from time to time. We would advise you to check this Notice on our app from time to time for amendments or updates. All changes to this Policy will be posted on our General Notice Board so that you are always informed of the way we collect and use your personal data. Updated versions of our Policy will include the date of the revision at the end of this Policy so that you are able to check when the Policy was last amended.

Any changes to our Policy will become effective upon posting of the revised Policy on the General Notice Board. Your continuation of engagement or otherwise dealings with us constitutes your acceptance of the revised Policy then in effect.

Our Collection of Personal Data

Personal data generally means any information that identifies you. Your personal data is collected and processed by us at the start of our services or interaction and, from time to time, in the course of our engagement or interaction.

Types of Personal Data We Collect

The type of personal data collected and processed by us includes:

- Your personal details such as name, national identification number, all details contained in the national identification card (NRIC), addresses, all details contained in your driving license, contact details (telephone, fax numbers and email addresses), race, gender, nationality and photographs/images;
- Marital status and particulars of immediate family members;

- Banking and financial information including your bank account number;
- any additional information provided by you or third parties about you.

Source of Personal Data

Personal data collected will mainly be from you. However, some personal data may also be collected by us from other available sources including but not limited to credit reporting agencies, government department or agencies, public registries, websites, social media, publications, events, seminars, conferences.

How Do We Use Your Personal Data

Your personal data is collected and processed by us for our business activities including the following purposes:

- Verify your identity;
- Verify the details and information that you have provided;
- Communicate with you, your family members and/or your emergency contact;
- Process and administer all matters relating to your engagement with the company including but not limited to the incentives, refund, and any other related matters;
- Achieve any other purposes directly and indirectly related to the above purposes;
- Comply with any obligations under the law.
- other legitimate business activities of the Company;
- for security and internal audit purposes;
- for such other purposes as may be directed or consented to by you; and/or
- for all other purposes in relation to or incidental to the above.

(collectively "Purposes")

Disclosure of Your Personal Data

Under certain circumstances, we may be required to disclose your personal data to third parties. Third parties to whom your personal data may be disclosed by us are as follows:

- any persons directed by or consented to by you;
- any person for the purposes of compliance with legal and regulatory requirements;
- our data processors i.e. third party who we engage to process personal data on our behalf including but not limited to archival storage, data entry service providers, computer backup services, disaster recovery services, banks and financial institutions etc.; and
- our professional advisors including but not limited to legal advisors, tax advisors, financial advisors, auditors, insurance brokers etc.

Further, please be informed that if required for any of the foregoing Purposes, your Personal Data may be transferred to locations outside Malaysia or disclosed to any member of the Company, licensees, and/or service providers, who may be located within or outside Malaysia. Save for the foregoing, your Personal Data will not be knowingly transferred to any place outside Malaysia or be knowingly disclosed to any third party.

We reserve the right to disclose any personal data we have concerning you if we are compelled to do so by a court of law or requested to do so by a governmental entity or if we determine it is necessary or desirable to comply with the law or to protect or defend our rights or property.

We also reserve the right to retain information collected and to process such information to comply with accounting and tax rules and regulations.

The Company maintains your Personal Data in our records while you remain an employee. We also maintain your Personal Data for a period of time after you are no longer an employee if the Personal Data is necessary for the Purposes for which the Personal Data was collected or to fulfil legal requirements.

Our Commitment to Data Security

To maintain the accuracy of your personal data, as well as preventing unauthorized access to and ensuring the correct use of your personal data, we have carried out appropriate physical, electronic and managerial measures to safeguard and secure the personal data we collect. These measures are subject to ongoing review and monitoring.

Whilst we make every effort to protect your personal data, no security measures can guarantee that your personal data and information will not be subject to interference, misuse or hacking and we shall not be responsible for any loss, misuse or alteration arising as a result of such incidents.

Obligation to Provide Personal Data

We acknowledge that you have the right in deciding the information you wish to provide to us. The provision of the information listed above is voluntary in nature. However, if you choose not to provide certain details or if you do not wish to provide the personal data requested, we will not be able to process your application for employment, or any corresponding employee benefits may be curtailed and your employment relationship with us may be affected.

Data Access and Data Correction

You are entitled to access and make changes to any personal data relating to your profile held in our database. You should update the personal data held by us whenever there is a change.

If you have any questions about this Policy, or if you would like to submit a request for access to or change of the personal data and information that we maintain about you, please submit the Data Access Request Form to the Personal Collection Sdn Bhd at hello@personalcollection.org.

When communicating your request, please be sure to include your full name, department, title and designation and your telephone number so we can ascertain your

identity, and specify clearly the type of enquiry and the original source of data collection.

An administrative charge may be imposed for any request under paragraph (a) and (b) above.

Further, we reserve the right to refuse your requests for any reasons permitted under law.

Disclaimer

The accuracy and completeness of your personal data depends on the information you provide. We assume that the information you have provided is accurate, up to date and complete unless you inform us otherwise.

Where you provide any third party information to us including but not limited to employer, colleagues, family information, it is our assumption that such information is accurate, up to date and complete and that you have obtained the necessary consent to disclose the same.

Language

In accordance to Section 7(3) PDPA, this Privacy and Personal Data Protection Policy is issued in both Bahasa Malaysia and English.

Conflict

In the event that there is any conflict between the English and national language version of this Notice, the English language version shall prevail.

I hereby read, understood and accepted to comply Personal Data Protection Notice.

Signature : _____
Name : _____
Position : _____

Date

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