

## PRIVACY POLICY & DISCLAIMER

Please take a moment and read these terms & conditions carefully. This privacy policy; in accordance with the Malaysian Personal Data Protection Act 2010; sets out how Sin Siang Hin (M) Sdn Bhd (“**Sianghin**”) uses and protects any information that you give Sianghin.

Sianghin is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

Sianghin may change this policy from time to time. You are bound by any such revisions and should therefore periodically visit this page to review the current terms & conditions imposed at the time of your use.

### 1. Definitions:-

- (i) “Us”, “our” and/or “we” means Sianghin and/or any company, organization, body corporate, and/or entity forming any part of Sianghin and shall include our agents, employees, contractors, and subcontractors;
- (ii) “PDPA” means Personal Data Protection Act 2010 (Act 709) and any and all subsidiary legislation, regulations, and/or orders made thereunder and as may be supplemented from time to time and any guidelines and/or directives issued by any relevant authority;
- (iii) “Personal data” has the meaning assigned to it under the PDPA;
- (iv) “Processing” shall have the meaning assigned to it by the PDPA; and
- (v) “Products and/or services” means any products, goods, items, services, websites, applications, amenities and/or facilities provided by us.

### 2. Your personal data will be processed by us or by parties acting on our behalf. Such

personal data will include (but will not be limited to)

- (i) Name, job title, national registration identity card number, passport number, nationality, race, birth date, age, and gender;
- (ii) Contact information including address, telephone number, and email address;
- (iii) Personal/financial information such as religious beliefs, medical records, criminal records, affiliations, political beliefs and any other information relating directly or indirectly to you or which may be used to identify you.

### 3. We may collect your personal data from the following sources:-

- (i) From you;
- (ii) From your usage of the products and/or services;
- (iii) From any communication including social networking websites provided by you to us;
- (iv) From any publicly available source including social networking websites; and
- (v) From any third party including their social networking websites.

### 4. We may process your personal data for the following purposes:-

- (i) To provide you with products and/or services and any other purpose relating to our provision and/or your usage of said products and/or services;
- (ii) To maintain internal records;
- (iii) To verify your identity;
- (iv) To contact you;
- (v) To respond to your queries, if any;
- (vi) To enable you to enter into a contract with us;
- (vii) To carry out research and analysis;
- (viii) To conduct marketing and promotion;
- (ix) To conduct audits, investigations, or any other inquiry;
- (x) To conduct any legal proceedings or in relation to any legal action;
- (xi) To prevent any unlawful act;

- (xii) To carry out any action provided for by law or required by an authority; and
  - (xiii) To achieve any other purpose which, in our estimation, is necessary and/or reasonable in the circumstances.
5. We may disclose your personal data to the following parties:-
- (i) A party to whom disclosure is provided for under law or required by an authority;
  - (ii) A company related to us;
  - (iii) Our business partners, agents, employees, contractors, sub-contractors, service providers, and suppliers;
  - (iv) Auditors, consultants, accountants, lawyers, or advisors; and
  - (v) Any other party to whom disclosure is, in our estimation, necessary and/or reasonable in the circumstances.
6. You have the right to
- (i) limit our processing of your personal data. To exercise this right, please contact us using the contact information provided in this document. Note that your exercise of the aforesaid right may have effects on our provision of the products and/or services (such effects may include the non-provision of the products and/or services) to you and we are not liable for any loss, damage, or any other liability resulting directly or indirectly from such effects.
  - (ii) request access to and to request correction on any inaccuracies in your personal data. We reserve the right to refuse any request for access or correction to your personal data. To exercise this right, please contact us using the contact information provided in this document by providing us with enough information to identify you and information that is incorrect and what it should be replaced with.
7. The personal data you provide to us is obligatory and necessary in order for us to provide you with the products and/or services. Any failure to provide such personal data may have effects on our provision of the products and/or services (such effects may include the non-provision of the products and/or services) to you and we are not liable for any loss, damage, or any other liability resulting directly or indirectly from such effects.
8. We welcome your views and feedback about our data protection policy and your personal information furnished to us. If you would like to contact us with any queries or comments, you may reach out to Sianghin Customer Care by:-
- (a) calling +603 – 4280 3366; OR
  - (b) sending an email to [customercare@sianghin.com](mailto:customercare@sianghin.com); OR
  - (c) sending a letter to us at Sin Siang Hin (M) Sdn Bhd – Customer Care Division at 1, 3 & 5, Jalan Kencana 18, Taman Kencana, Cheras 56000 Kuala Lumpur.