

► **PERSONAL DATA NOTICE**

Advance Synergy Berhad (“**ASB**”, “**we**” or “**us**” or “**our**”) and our related or affiliated companies (hereinafter referred to as “**ASB Group**”) are mindful of our obligation to comply with the Personal Data Protection Act 2010 (the “**Act**”), which regulates the processing of personal data in commercial transactions.

The terms “personal data” and “processing” for the purpose of this Personal Data Notice shall have the meaning as prescribed in the Act.

This Personal Data Notice is applicable to any person whose personal data is processed by or on behalf of ASB and/or ASB Group and serves to inform you on how your personal data is being processed.

1. The personal data processed by us may include your name, date of birth, gender, identity card number, passport number, designation, company’s name, contact details, email address and such other personal data as may be collected for the below-mentioned purposes.
2. Your personal data (“**Data**”) may be collected from diverse sources, including information you may have provided and may continue from time to time to provide us, information from third parties and information in the public domain.
3. Your Data is being or will be processed for the purposes for which it was disclosed by you, such as to enable us to process applications and/or registration that you have submitted to us, consider applications for employment and/or consider entering into a contract with you and/or respond to your enquiries. In addition, your Data may be processed to enable us to better manage our contractual relationship and/or to provide you with information on ASB and/or ASB Group, its activities, products and/or services, to conduct internal activities, for research, analysis and statistical purposes, for such other purposes as permitted by applicable law or with your consent, and for any other purposes relating hereto (collectively referred to in this Personal Data Notice as the “**Purposes**”).

Failure to supply us with your Data may render us unable to carry out the Purposes. It is also important that the Data you have supplied is accurate, complete, not misleading and up-to-date. Therefore, the onus is on you to update us if your Data has changed.

Your Data may be disclosed to any company within the ASB Group or to our agents, representatives, professional advisors and/or consultants, third party service and/or utility providers, contractors, suppliers and/or vendors as well as to the relevant governmental, municipal and/or regulatory or statutory authorities and any other parties as we may deem necessary for the Purposes or legal requirements pursuant to applicable laws or in response to an authoritative body.

In general, your Data will be kept as confidential and will not be disclosed to any unauthorised third party.

4. You may direct your data access request, data correction request, any enquiries or complaints regarding your Data to the following:

Designated Contact Person	Company Secretary
Mailing address	Advance Synergy Berhad Level 3, East Wing, Wisma Synergy, No. 72, Pesiaran Jubli Perak, Seksyen 22, 40000 Shah Alam, Selangor Darul Ehsan, Malaysia.
Telephone Number	+603-5192 8822 ext 213
Facsimile Number	+603-5192 8811
E-mail address	tsaefeng@asb.com.my

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Pursuant to the Act:

- a. we may charge a fee for processing your data access request; and
- b. we may refuse to comply with your request for access or correction of your Data.

In order for us to process your requests, enquiries or complaints, you may be requested to provide information to verify your identity. It will also be helpful if you can provide the name of the ASB Group company which is (or which you believe is) processing your Data.

5. For the fulfillment of the Purposes or for compliance with the applicable laws or legal obligations or for internal purposes, ASB and/or ASB Group shall retain your Data for as long as it is necessary from the date of collection.

ASB and/or ASB Group shall take all reasonable steps to ensure the Data which is no longer required for the Purposes be destroyed or permanently deleted.

6. We may store or transfer your Data to a location/place and system outside Malaysia.
7. In circumstances that you have provided us with Data of any third parties (e.g. your emergency contact person, tenant, authorised representatives, contractors, lawyers, financiers), we rely on you to have obtained the adequate prior consent of such third parties in allowing us to process their Data for fulfillment of the Purposes and you represent and warrant that you have obtained their consent or are otherwise entitled to provide their Data to us.
8. In using our website and/or by providing to us your Data, you hereby consent to the processing of your Data pursuant to all of the foregoing unless and until you inform us to the contrary.
9. We reserve our right to update, review and amend this Personal Data Notice from time to time in view to comply with or be consistent with changes in applicable laws and regulations, changes in our business practices, procedures, policies and structure and the changing privacy expectations of the community.

The latest version of the Personal Data Notice will be made available at www.asb.com.my.

10. If there is any inconsistency or conflict between the English version and Bahasa Malaysia version, the English version will prevail.

Issued in April 2014