

ANALABS RESOURCES BERHAD
Registration No: 199801012843 (468971-A)
(Incorporated in Malaysia)

PDPA PRIVACY NOTICE

Introduction

In compliance with the Personal Data Protection Act 2010 ("the Act") and its regulations, this notice is issued to all our valued clients and/ or prospective clients. This notice will inform you of your rights with regards to your personal data that has been and/ or will be, collected and processed by us.

At Analabs Resources Berhad ("Analabs"), we value your privacy and strive to protect your personal information in compliance with the laws of Malaysia.

Pursuant thereto, this Privacy Notice is designed to explain and elaborate upon some of our policies and principles pertaining to the privacy of your personal information, all of which we have adopted as a sign of our commitment to respecting, maintaining, protecting and safeguarding the privacy of your personal information.

Analabs will only collect, record, hold, use, disclose and store (i.e. "process") use your personal information in accordance with such laws (including the Personal Data Protection Act 2010 and other applicable data protection or privacy laws / regulations), this Privacy Notice and the privacy terms in your agreement(s) with Analabs that you may have contracted with.

Collection of Personal Data

We have collected and will collect your personal data to be processed by us and/ or on your behalf in the course of your present or future dealings with Analabs. Your personal data enables us to achieve the "purpose" herein that is in connection with our business.

Description of Personal Data

The Personal Data which is controlled, processed and/or used by Analabs including but not limited to your name, age, date of birth, identity card number, contact details, occupation, preferences, interests, information about your company and/or other information relevant to the purposes. We may also collect Personal Data which is of sensitive in nature such as physical or mental health or medical condition, religious beliefs or other beliefs of a similar nature, the commission or alleged commission by him of any offence.

Purposes of Collection of Personal Data

Analabs will use clients' personal data for the following purposes including but not limited to:

- ✓ For communicating with you and responding any enquiries from you in relation to Analabs through any legitimate modes of communication;
- ✓ For internal administrative purposes including talent and human resources administrative functions and activities;
- ✓ For performance of Analabs surveillance and enforcement functions/operations including but not limited to matters relating to practice review, enforcement, surveillance and Continuing Professional Education (CPE);

- ✓ For performance of Analabs professional development functions/operations including but not limited to matters relating to events, training programmes, conferences, seminars, workshops or talks organised or sponsored by Analabs;
- ✓ For compliance of any obligations and/or regulatory requirements applicable to Analabs nature of operation under any laws, rules, regulations, by-laws, national policies or court orders including by providing information to the enforcement agencies, regulatory/statutory bodies and other government agencies for any lawful purposes such as enforcement or preparation of any statistic;
- ✓ For pursuing any legitimate interest of Analabs which includes recovery of any sums due to Analabs (if applicable); and
- ✓ For any other purposes that are incidental or ancillary to any of the above purposes.
- ✓ Other purposes of processing

Analabs may also use and process your data for communicating or disseminating to you:

- ✓ Information on Analabs membership privileges/ benefits including by sending any marketing/ promotional materials from our strategic partners or any interested third parties to you;
- ✓ Publications such as newsletters, journals, booklets, articles and other updates by other professional bodies, Analabs strategic partners or any interested third parties which may be of interest to you.

If hereafter you do not wish to provide your consent to us for the processing of your Personal Data in relation to the purposes listed above or hereafter wish to opt out, you may do so by notify Analabs using the contact details stated below.

Sources of Personal Data

Analabs may obtain clients' personal data from the following sources including but not limited to:

- ✓ Your Personal Data is collected directly from information and/or documents which you have provided to us and where necessary, from third parties and from the public domain or online platforms.
- ✓ Analabs may also collect your Personal Data from a variety of sources, including without limitation from any Business Customers, Business Partners and Suppliers, Visitors to Any of Our Premises or Events, Applicants, Candidates and/or Beneficiaries.

Disclosure of Personal Data

We may disclose your Personal Data to our employees, our related companies, our strategic partners, our service providers/vendors, our appointed agents, our consultants, our legal advisors, our external auditors and any person who is under a duty of confidentiality to Analabs.

If necessary and expedient, we may also disclose your Personal Data to any other third parties including but not limited to professional bodies, training institutions, banks, financial institutions, any governmental and/or non-governmental authorities, agencies, bodies or departments.

We shall disclose your Personal Data to whom we are compelled or required to under the law.

Security of Personal Data

We may collect and store your personal data in electronic and/or physical form, depending on the requirement. Information may be stored at our and third- party premises within IT Systems (e.g. external cloud storages, internal or third-party management systems, e-mails, databases, hard drives), document warehouses, etc.

We endeavour, where practicable, to process your personal data in a safe environment by preventing any unauthorized or unlawful processing of personal data or accidental loss or destruction of, or damage to, such information. We have implemented various physical, technical and administrative security measures to protect your personal data and our network from unauthorized access. Some of these measures include:

- ✓ encryption of data in transit or at rest
- ✓ strict adherence to privacy and security practices
- ✓ periodic security assessment and reviews to upgrade our practices
- ✓ restriction of access to personnel who have a need to know such data

Transfer of Personal Data

We are very serious about providing a comparable level of protection for personal data should the information be processed or used outside Malaysia by our vendors or experts. We may transfer your personal data across geographical borders to other entities. Where your personal data has been transferred to any related companies of Analabs and/or to third parties located outside of Malaysia, the transfer of your personal data is carried out under organizational, contractual and legal measures and with adequate levels of protection implemented as well as in compliance with any additional local legal requirements for the parties receiving this information in order to safeguard your personal data.

Marketing and Promotional Purposes

There may be instances which we may share non-personally identifiable information about you to third parties, such as advertising identifiers or one-way coding (eg. cryptographic hash) of a common account identifier, such as a contact number or e-mail address, to enable the conduct of targeted advertising.

Additionally, our merchants and strategic partners may contact you about products, services and offers, which we believe may be of interest to you or benefit you financially. Please be informed disclosure to other related parties of Analabs for cross selling purposes shall not be effected if such disclosure is objected you. Further, please also be informed that we will only disclose your personal information (which will not include information relating to your affairs or accounts) to third parties such as our merchants and strategic partners for marketing and promotional purposes where your express prior consent has been obtained and subject at all times to any laws (including regulations, guidelines and/or obligations) applicable to the Analabs (whether in or outside Malaysia).

You may tell us at any time if you do not wish to receive direct marketing communications from us, from related companies of Analabs/or from our merchants and strategic partners by notifying us at the address/telephone number/ e-mail address given at the end of this Privacy Notice. Your latest written instructions to us will prevail.

We will treat your personal information as private and confidential and will not disclose your information to anyone outside the Analabs except:

- ✓ where you have given your express consent as set out in the Appendix I and/or pursuant to your consent and authorisation as contained in this Privacy Notice and/or in the terms and conditions governing the products and services which you have with us;
- ✓ where we are required or permitted to do so by law;
- ✓ where required or authorised by any order of court, tribunal or authority, whether governmental or quasi-governmental with jurisdiction over Analabs;
- ✓ where we may transfer rights and obligations pursuant to our agreement(s) with you; and/or
- ✓ where we are required to meet our obligations to any relevant regulatory authority (whether in or outside Malaysia).

Data Subject's Obligations

Unless otherwise specified in this Privacy Notice, your supply of personal data is voluntary. If you fail to supply personal data, this may result in the consequences described in the following section.

The Rights of Data Subject

i) To request access to personal data

We can assist you to access and correct your personal information held by us.

Where you wish to have access to your personal information in Analabs possession, or where you are of the opinion that such personal information held by us is inaccurate, incomplete, misleading or not up-to-date, you may make a request to us via e-mail address given at the end of this Privacy Notice.

We will use reasonable efforts to comply with your request to access or correct your personal information within 21 days of receiving your email.

Please note that Analabs may have to withhold access to your personal information in certain situations, for example when we are unable to confirm your identity or where information requested for is of a confidential commercial nature or in the event we receive repeated requests for the same information. Nevertheless, we will notify you of the reasons for not being able to accede to your request.

Please also note that Analabs may use its discretion in allowing the corrections requested and/or may require further documentary evidence of the new information to avoid fraud and inaccuracy.

Please ensure your personal information (such as your mailing address(es), e-mail address(es) and telephone number(s) recorded with us are current, complete and accurate. Please notify of any change in your personal particulars via the channels made available by us to ensure that all correspondence and/or communication reach you in a timely manner and to enable us to serve you better.

ii) To request correction of personal data

To ensure that your Personal Data in our retention is accurate and up-to-date, you are advised to notify us promptly in the event of any inaccuracy or any changes to your Personal Data.

iii) To limit processing of your personal data

- ✓ The provision of your Personal Data to us is on voluntary basis. You may at any time hereafter withdraw your consent for us to collect, process, use, store or limit the processing of your Personal Data for any of the purposes mentioned above by notifying us in writing using the address set out under inquiries below.
- ✓ If you do not provide your Personal Data or if insufficient Personal Data is supplied to us when requested, we may not be able to communicate with you and this may affect Analabs ability to fulfil the purposes mentioned above and your ability to enjoy the full range of benefits provided above.

Changes To Privacy Policy

We reserve the right to amend, modify, vary or update this Privacy Notice, at our sole discretion from time to time, as and when the need arises. The most recently published Privacy Notice shall prevail over any of its previous versions. You are encouraged to check this Privacy Notice from time to time to stay informed of any changes. You agree to adhere to the terms of the Privacy Notice including any variations. Notice of any such revision will be given on Analabs's website and/or by such other means of communication deemed suitable by Analabs.

If the Privacy Policy is amended, the amendments will be updated for this website. While browsing through this website, you will be noted with the relevant information gathered, the way that the information is used depending on the situation, and how the information is shared with others.

Acknowledgement and Consent

By submitting personal data to us, you acknowledge that you have read and understood this Privacy Notice and agree and consent to the use, processing, disclosure and transfer of your personal data by the Analabs as set out herein. All information and representation provided are true and correct to the best of your knowledge, and you have not knowingly omitted any relevant information which may have an adverse effect.

How Long We Will Keep Your Personal Data & How We Protect It

We will retain your personal data only for as long as such information is necessary for the purposes it was collected for. The retention period for personal data may also be affected by the requirements of applicable laws. In all cases information may be held for a longer period where there is a legal or regulatory reason to do so (in which case it will be deleted once no longer required for the legal or regulatory purpose) or subject to law, a shorter period where the individual objects to the processing of their personal data.

Your personal data will be retained to fulfil the purpose for which it is collected or to comply with legislation and internal requirements in which we will keep it safe.

Any Personal Data supplied by you will be retained by Analabs as long as it is necessary and expedient for the fulfilment of any purpose as stated above pursuant to our internal practices, regulatory requirements, legal and accounting requirements.

We are committed to ensuring that your Personal Data is stored securely in our databases and in our offices. All reasonable efforts and practical steps are made to ensure that any Personal Data held by Analabs is protected against any loss, misuse, modification, unauthorized or accidental access or disclosure, alteration or destruction.

Information is our asset and therefore Analabs places great importance on ensuring the security of your personal information. We regularly review and implement up-to-date technical and organisational security measures when processing your personal information.

Employees of Analabs are trained to handle the personal information securely and with utmost respect, failing which they may be subject to disciplinary action.

Inquiries and Complaints

Should you have any query in relation to this Privacy Notice or how we handle your personal information, kindly contact or write to us at:

Contact number	03-7880 9699
E-mail	enquiry@analabs.com.my
Address	Lot 750, Jalan Haji Sirat, Off Jalan Kapar, 42100 Klang, Selangor.

Last Updated 28/2/2022