

PERSONAL DATA PROTECTION ACT NOTICE

In compliance with the Personal Data Protection Act 2010 (PDPA), this notice will explain how we process the Personal Data that we collect and what your rights are in relation to how your Personal Data is stored or used ("**Privacy Notice**").

Hann Consulting (Asia) Sdn Bhd appreciates your trust in providing your personal data to us and understands that your Personal Data is important. Accordingly, we will strive to securely keep any Personal Data that is provided to us.

Kindly note that by disclosing your Personal Data to us, you are consenting to the collection, use and processing of your Personal Data in the manner or purposes that are stated herein.

The Personal Data you provide to us is on a voluntary basis. In the event you refuse or decline to provide your Personal Data to us, we may not be able to contact you or provide you with the services you require.

PERSONAL DATA COLLECTED

The Personal Data that we collect may include ("**Personal Data**"):

- Your name;
- address;
- e-mail address;
- passport or identity card number;
- telephone number;
- employment details;
- bank account details;
- particulars of your spouse or family members; and
- all other information incidental to our business obtained or recorded in our files or database and processed by us from time to time.

METHOD OF COLLECTING PERSONAL DATA

Your Personal Data may be collected by us in the following ways:

- general enquiries;
- from our affiliates and associates;
- from registration and/or attendance lists you filled up during meetings, workshops, training programs, networking events, conferences and/or exhibitions;
- from our website;
- from persons related to you or your organization;
- from details provided by you to undergo our online/offline assessments; or
- from information freely available to the public.

PURPOSE OF COLLECTING PERSONAL DATA

We collect your Personal Data for the following purposes:

- in the performance of our services;
- for the preparation of any documents or instruments for the purpose or performance of our services;
- to keep you informed of our new, interesting, and/or relevant services or products;
- for handling enquiries;
- for promoting/marketing our services;
- for carrying out surveys, research and analysis;
- in compliance of any statutory, regulatory or governmental regulations or laws; and
- any other reasons or purposes which are incidental to the performance of our services/duty.

DISCLOSURE OF YOUR PERSONAL DATA

In order to effectively provide you with our services, we may be required to disclose information about you to the following third-party companies or individuals:

- persons or companies who nominated or recommended you for any of our services;
- external advisors such as consultants, associates or auditors who are under a duty of confidentiality to us;
- persons or companies that assist us in providing value added services that you have requested; and
- all other persons and governmental or non-governmental bodies whose services are necessary and incidental to the conduct of our business or provision of our services.

ACCESS TO YOUR PERSONAL DATA

You have the right to restrict the manner and purpose for which your Personal Data is used or to request the removal of your Personal Data from our database, subject always to the exceptions provided for under relevant law.

Should you wish to have access to or wish to remove, restrict or correct the Personal Data provided to us in the event the Personal Data is inaccurate, incomplete, misleading or not up-to-date, you may make this request (subject to payment of processing fee, where applicable) to the contact details stated below (“**Requests**”).

Please note that we exercise our discretion in allowing such Requests and reserves our right to refuse such Requests subject to the restrictions as provided under the relevant law.

QUERIES ON YOUR PERSONAL DATA

If you have any questions or concerns about our notice or the use and processing of your Personal Data by us, please feel free to contact us at:

Telephone: +603-7651 7928

E-Mail: contact@hannasia.com

Attention: Managing Director

Address: **Hann Consulting (Asia) SdnBhd**
Level 15.01, 1 First Avenue,
2A, Dataran Bandar Utama Damansara,
47800 Petaling Jaya,
Selangor, Malaysia.

We reserve the right to amend or modify this Privacy Notice from time to time.