

# **Personal Data Protection Policy**

## **1. Introduction**

Maha Supplies & Services Sdn Bhd, (herein refer as MSS), is committed to protecting your privacy in accordance with the Personal Data Protection Act 2010 of Malaysia ("PDPA") which regulates the processing of personal data by the data user in a commercial transaction and protects the interest of the data subject.

## **2. Your Consent**

By providing your personal data to MSS, you have read and accepted the statements herein; and you have consented to the processing of your personal data by MSS in the manner set out herein. If you provide personal data of third parties to MSS, you warrant and represent to MSS that you have obtained the required consent of the third parties for the processing of the relevant personal data by MSS in the manner set out herein.

## **3. Notice and Choice Principle Statement**

3.1 MSS may be required to collect personal data from you during the course of your dealings with MSS or for the purpose of MSS business activities.

3.2 The personal data provided by you to MSS may be processed by MSS for the following purposes:-

- to administer the business between MSS and you and/or your company;
- to communicate with you and/or your company;
- to administer customer relationship management procedures;
- to provide you with information about the activities, products, services, events and programmes that may be organized, managed, facilitated and/or participated by MSS;
- to facilitate payment in connection with the business between MSS and you and/or your company;
- to respond to your enquiries;
- to comply with any legal or regulatory requirements applicable to MSS, and to make disclosure under the requirements of any law, regulation, direction, court order, by-law, guideline, circular or code applicable to MSS;
- for recruitment of employees;
- for MSS's internal record keeping; and/or
- other lawful business activities of MSS.

3.3 The personal data provided by you to MSS may, if required, be disclosed to third parties.

3.4 Generally, the personal data processed by MSS is collected from you or provided by a third party to MSS for the aforesaid purposes.

3.5 If you have any inquiries or complaints in respect of the personal data, kindly communicate to MSS in writing at the postal/email address specified in paragraph 6 below.

#### **4 Security of Your Personal Data**

MSS has implemented security policies and technical measures to protect your personal data in accordance with the requirements of the applicable personal data protection laws and regulations. Where we consider it necessary or appropriate for the purpose of data storage or processing, we may transfer the personal data to a third party service or product providers within or outside Malaysia, under similar level of security measures.

#### **5 Changes To This Policy**

This statement may be revised and updated from time to time. MSS recommends that you check with us or on our webpage to review the most updated version of this policy each time you provide your personal data to MSS.

#### **6 Contact Us**

If you have any questions about this policy, you may contact MSS at:-

**Maha Supplies & Services Sdn. Bhd.**

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