

AMANAH RAYA

PRIVACY NOTICE

1. INTRODUCTION

In compliance with the Personal Data Protection Act 2010 (“**PDPA 2010**”) and its regulations, this notice is issued to all our valued customers and/or prospective customers. 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.

2. COLLECTION OF PERSONAL DATA

2.1 Under the **PDPA 2010**, we are required to obtain your explicit consent when we collect and process your sensitive personal data. We have collected and will collect your personal data to assess your application and to deliver the products and services that you have inquired or signed up for.

2.2 From time to time, we, Amanah Raya Berhad, subsidiaries within AmanahRaya Group and/or our strategic partners and/or collaborators, agents, partners and/or representatives with whom we have a business relationship with for specific products, services, and promotions (collectively referred to as “Other Entities”) may have information about products, services and promotions that may be of interest to you. To receive such information, your consent is required for us to process, disclose and/or share your information / data with Other Entities.

3. DESCRIPTION OF PERSONAL DATA (“PERSONAL DATA”)

- a) Name;
- b) NRIC No.;
- c) Gender;
- d) Home address;
- e) Email address;
- f) Telephone No.;
- g) Passport No.;
- h) IP address;
- i) Bank account;
- j) Images (stills/recordings)
- k) Sensitive personal data; and/or
- l) Personal Identifiable Information (PII) defined by international privacy laws or standards.

4. PURPOSE FOR COLLECTION OF PERSONAL DATA (“PURPOSE”)

We may collect, use, disclose and/or process your Personal Data for the purpose including but not limited to the following:-

- a) to process your application for and providing you with the services and products of AmanahRaya Group;
- b) to administer and/or manage your relationship and/or account(s) with AmanahRaya Group;
- c) to disclose your Personal Data to AmanahRaya Group and/or Other Entities and External Parties within or outside of Malaysia when required;
- d) to send promotional and marketing information about our products and services including notifying you of our marketing events and initiatives that may conform to the Purpose.

5. SOURCES OF PERSONAL DATA

We may obtain your Personal Data from the following sources including but not limited to:

- a) Appointment System;
- b) Consultation Session;
- c) Application forms;
- d) Identification documents or similar;
- e) Supporting documents as requested;
- f) Correspondence including emails and messages;
- g) Business cards;
- h) Websites;
- i) Cookies; and/or
- j) Payment methods chosen by yourself.

6. DISCLOSURE OF PERSONAL DATA

We may disclose your Personal Data to AmanahRaya Group and/or Other Entities. These Other Entities will treat your personal data as confidential, in accordance with this Notice and with all applicable Data Protection legislation and will process such Personal Data only for the Purpose and within the terms set out herein. We are responsible for the Personal Data under our control. We take every measure to provide a comparable level of protection for Personal Data should the information be processed by a third party. We are committed to complying with the PDPA 2010, in particular, its policies as well as corresponding guidelines and orders.

7. SECURITY OF PERSONAL DATA

We take these measures to protect your Personal Data:

- a) By ensuring your Personal Data is kept as required by PDPA 2010;
- b) By ensuring our staff not misuse your Personal Data;
- c) By preventing unauthorised access wherever possible.

Nevertheless, you are required to ensure the security of your password or any confidential information including any applicable registration or referral numbers, where applicable and not to disclose it to another party to reduce the risk of data breaches.

8. USE OF COOKIES

The cookies used by the website are solely associated to anonymous users and their computers and do not provide Personal Data on users. Some cookies are used by third parties to provide us with data on the effectiveness of its engagements and promotions. The cookies used by the website not in any way collect Personal Data that could be used to identify a specific user. In addition, cookies are of a temporary nature, used solely to improve the efficiency of the last transmission. Users may configure their browser to notify them of the reception of cookies and to prevent their installation on their computer.

9. MARKETING AND PROMOTIONAL PURPOSES

Upon subscribing to our products and services, you will be receiving marketing and/or promotional emails or calls from us, which includes promotions and information on future events.

10. DATA SUBJECT'S OBLIGATION

It is necessary for us to collect and to retain your Personal Data. Therefore, it is also obligatory for you to supply Personal Data to us in the most accurate manner. If you do not provide us with Personal Data, we are unable to, process Personal Data on your behalf, for the Purpose, or effectively render our services to you, and all relationships created or to be created between us effectively terminated and ceased to be in effect immediately.

11. THE RIGHTS OF DATA SUBJECT

a) To request access to Personal Data

You have the right to request for access to Personal Data processed by us on with reasonable notice. Access, request can be made through email at crmd@arb.com.my.

b) To request correction of Personal Data

You have the right to request for correction and/or update of your Personal Data that is inaccurate, incomplete or outdated. Correction request may be made through email at crmd@arb.com.my.

c) To limit processing of your Personal Data

You are entitled to limit our processing of Personal Data by expressly withdrawing the consent given in writing, in each case, including for promotional news or direct marketing purposes subject to any applicable legal restrictions, contractual conditions and within reasonable time period so long your refusal does not contradict Item 10.

12. CHANGE TO PRIVACY NOTICE

We reserve the right to amend this Privacy Notice from time to time without prior notice. We advise that you check our website at <https://www.amanahraya.my> for this Privacy Notice on regular basis.

13. ACKNOWLEDGEMENT AND CONSENT

- 13.1 By submission of this form, you acknowledge that you have read and understood this Notice and agree and consent to the use, processing, disclosure and transfer of your Personal Data by us as described in this Notice.
- 13.2 You further confirm that all Personal Data that you have provided are all true, up-to-date, and accurate. Should there be any changes to any of your Personal Data, you shall notify us immediately.
- 13.3 If you do not wish to receive any promotional news or direct marketing from us direct marketing from us, please comply to Item 11(c) above.

14. INQUIRIES AND COMPLAINTS

Should you require further information about the Personal Data we hold or the way in which your information is being collected or used which are not answered by this Privacy Notice, please contact or write to us at:

AmanahRaya Careline No : 03-2723 7273

Email : crmd@arb.com.my

**Address : Customer Relationship Management Department
Level 1, Wisma AmanahRaya
No. 2, Jalan Ampang
50508, Kuala Lumpur**