



PERSONAL DATA PROTECTION POLICY

General

This Personal Data Protection Policy is issued by Sumisaujana TCM Chemicals Sdn. Bhd. (collectively referred to as “SSTCM” or “company “or “we” or “us”) pursuant to the Personal Data Protection Act 2010.

The main purpose of this Policy is for better understanding, of the reasons and purposes, of personal data collection by SSTCM as well as the Company’s commitment to ensure personal data collected by us is securely processed and kept.

Nature of Personal Data We Process

As Employees, Customers, Suppliers, Business Partners of SSTCM, we may process the following personal data as provided by you and/or service provider engaged by SSTCM and/or obtained from public domains, regulatory authorities, administrative authorities and/or supervisory authorities which may include but is not limited to:

- Your identity details including photo, signature, name, contact numbers, email address(es), address(es), identification card/passport number, age, gender, race, nationality, marital status;
- Video and voice recordings (including CCTV recordings and security images, testimonials, photograph and/or any other recordings of you as obtained when you are in SSTCM’s premises, facilities, and offices and/or when you attend any SSTCM related events, functions, activities and/or meetings).

The above description of personal data is merely a general description of the various types of personal data that we collect.

Purpose of Processing Your Personal Data

We require this information to understand your needs and provide you with better service. The purposes for which your personal data may be used are:

- Internal record keeping;
- Maintenance and updating of any information database(s);
- To provide services to you;
- To improve our products and services;
- To assess your job application;
- To better understand your needs as our customers;
- For finance and marketing activities;

- For security and fraud prevention purposes;
- Meeting or complying with any legal, regulatory or statutory requirements and to make disclosure under the requirements of any applicable law, legislation, rule, ruling, regulation, direction, court order, by-law, guideline, circular, code (collectively “laws”) applicable to us or any member companies of the Group;
- Research, benchmarking and statistical analysis; and/or
- Other reasons that are required or permitted under the Personal Data Protection Act 2010 or other applicable laws.

We do not believe in collecting excessive personal data and what we collect are the essentials that are required to ensure the efficacy of business and transactions. It is necessary but non-obligatory that you supply us with the required personal data. If you fail to supply us with such personal data, we may not be able to process and/or disclose your personal data for any of the above purposes.

Source of Personal Data

Generally, the personal data that we collect comes directly from you. For instance, when you contact or register with us (whether online or otherwise) or enter into any other transactions with us. Apart from information provided by you, the Company and the Group may obtain personal data on you from various reference checks which shall include but not limited to the background checks or from the various governmental authorities.

Consent

By submitting your personal data, you consent to the use of that personal data as set out in this Policy.

Confidential and Secure Disclosure of Information

We treat the confidentiality of your personal data very seriously, which is of utmost importance to us. Personal Data provided shall be kept confidential. However, in certain circumstances, it would be necessary for us to provide or disclose your personal data for the purposes as stated as above to the following to the following parties:

- Government departments and agencies, law enforcement agencies, regulatory authorities, statutory authorities and/or industry regulators and to whom we are compelled or required to do so under law; third parties appointed by the SSTCM to provide services to SSTCM (for example auditors, lawyers, service providers, events, and training organizers).

Your rights of Access and Correction and Complaints

You have the right to request access to and the correction of information about you, held by the Company and you may write to us at the address provided below if you wish to:-

- check whether the Company holds or uses your personal data and request access to and/or a copy of such data that we retain about you;
- request that the Company correct any of your personal data that is inaccurate, incomplete or out-of-date;
- request that the Company cease processing your personal data. However, please note that this may result in us not being able to properly perform or discharge our obligations to you.

Updates on the Policy

We may amend this Privacy Statement from time to time and the updated version shall apply and supersede any and all previous versions, including but not limited to, leaflets or hard copy versions. Please check our website or contact our offices for information on our most up-to-date practices.

Period of Retention

SSTCM have the rights to retain personal data for as long as the information is required for the purposes that the personal data was collected.

Our Contact Details

Sumisaujana TCM Chemicals Enquiries Office:

Address: No. 57, Jalan TIAJ 2/1, Taman Industri Alam Jaya,
42300 Puncak Alam, Selangor D.E.
Malaysia.

Telephone: +603 6038 8568 (from 9am to 5pm on business days excluding public holidays)

E-mail: enquiries@sumisaujanagroup.com

Where you elect to contact our office via telephone, please also send an e-mail for verification and record purposes. SSTCM shall proceed to address your concern as soon as practicable within 21 days.