



OS HRS

NOTICE ON PERSONAL DATA

1. COLLECTION OF PERSONAL DATA

During your previous and/or current dealings with us, you would have provided to us or will be requested to provide to us your personal data to be collected and further processed by or on behalf of us.

2. DESCRIPTION OF PERSONAL DATA

Personal Data includes but is not limited to your name, NRIC, passport number, company number, gender, age, birthdate, marital status, citizenship, race, occupation, monthly income and contact details.

3. PURPOSES OF COLLECTING PERSONAL DATA

Personal Data collected shall be processed for all matters in connection to the preparation of documents, completion of agreements, delivery of notices, services, products and our solutions to you, marketing of such services and products and for such other related purposes ("the Purpose")

4. FAILURE OF NOT PROVIDING PERSONAL DATA

The provision of Personal Data is compulsory and is required to be supplied to us (unless the same is notified in writing to be voluntary), failing which we will not be able to carry out the Purpose.

5. SOURCES OF OBTAINING PERSONAL DATA

The Personal Data may be obtained by us from any documents, including but not limited to correspondence emails, letters, business card and/or forms previously and/or currently and/or in the future submitted by you.

6. DISCLOSING PERSONAL DATA

The Personal Data provided to us will be kept confidential but we may disclose the Personal Data for purposes of administrative, statistical analysis, direct marketing information and other purposes to any third parties as defined in the Act, including but not limited to a class of governmental bodies, which require such Personal Data in relation to the Purpose.

7. CHOICES TO LIMIT PROCESSING OF PERSONAL DATA

You may limit, in part or in full, the processing of the Personal Data (subject to any applicable legal restrictions and/ or contractual conditions) by requesting in writing to us to retain the Personal Data only as long as necessary for the fulfillment of the Purpose.

8. ACCESS AND CORRECTION TO YOUR PERSONAL DATA

You have the right to request access to and make correction of your Personal Data held by us. In this respect, any such request shall be made in writing by you to us. Kindly contact us at the address stated below for any further inquiries with regards to your Personal Data and/or our Security Policy;

Contact Person & Designation: Eric Lim, Sr Manager, Business Development & Communications

Tel No.: 03-6205 8999

Address: Suite 5-1, Level 5, Wisma UOA Damansara II, No 6, Changkat Semantan, Damansara Heights, 50490 Kuala Lumpur, Malaysia