

# PERSONAL DATA PROTECTION POLICY

## 1. Introduction

The Personal Data Protection Act 2010 (“the PDPA”) is an Act that is passed by the Malaysian Government to regulate the processing of personal data in a commercial transaction. This notice is issued pursuant to the provisions of the Act and serves to inform you of how your personal data is being processed and your rights under the Act.

The following statements explain the general terms of **Beyond4 Sdn Bhd** regarding the collection, processing, use and disclosure of your personal data submitted to **Beyond4 Sdn Bhd** is committed to the protection of your personal data and compliance of all applicable personal data protection laws and regulations in Malaysia.

## 2. Your Consent

By providing your personal data to **Beyond4 Sdn Bhd**, you have read and accepted the statements herein; and you have consented to the processing of your personal data by **Beyond4 Sdn Bhd** in the manner set out herein. If you provide personal data of third parties to **Beyond4 Sdn Bhd**, you warrant and represent to **Beyond4 Sdn Bhd** that you have obtained the required consent of the third parties for the processing of the relevant personal data by **Beyond4 Sdn Bhd** in the manner set out herein.

This Personal Data Protection Policy supplements but does not supersede nor replace any other consents you may have previously provided to **Beyond4 Sdn Bhd** in respect of your personal data, and your consents herein are additional to any rights **Beyond4 Sdn Bhd** may have at law to collect, use or disclose your personal data.

## 3. Notice and Choice Principle Statement

### 3.1 Data Information

**Beyond4 Sdn Bhd** may be required to collect personal data from you during your dealings with **Beyond4 Sdn Bhd** or for the purposes of **Beyond4 Sdn Bhd**'s business activities. Such personal data may include name as per identity card, preferred name, Identity/passport number, age, contact number, residential address, email address, birth date, gender, race, nationality, occupation, designation, bank account details, information of spouse/children such as name and birth date, information of your company such as name, registration number and address, information as to physical or mental health, political opinions, religious beliefs or other beliefs of a similar nature, the commission or alleged commission of an offence and such other data necessary for the purposes which the personal data is collected.

### 3.2 Purpose

The personal data provided by you including any additional information you may subsequently provide to **Beyond4 Sdn Bhd** may be processed by **Beyond4 Sdn Bhd** for the following purposes:

- to administer the business or contractual relationship between **Beyond4 Sdn Bhd** 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 and programmes that may be organized, managed, facilitated, provided, sponsored and/or participated by **Beyond4 Sdn Bhd**;
- to provide you with information about the products, services and programmes offered by selected third parties that may interest you;
- to facilitate payment in connection with the business or contractual dealings between **Beyond4 Sdn Bhd** and you and/or your company;
- to conduct research and/or prepare reports/statistics for purpose of **Beyond4 Sdn Bhd**'s business activities;

- to comply with any legal or regulatory requirements applicable to **Beyond4 Sdn Bhd**, and to make disclosure under the requirements of any law, regulation, direction, court order, by-law, guideline, circular or code applicable to **Beyond4 Sdn Bhd**;
- for recruitment of employees;
- for **Beyond4 Sdn Bhd**'s internal record keeping; and/or other lawful business activities of **Beyond4 Sdn Bhd**.
- for any other purpose that is incidental or ancillary or in furtherance to the above purposes.

### 3.3 Disclosure of your Information

The personal data provided by you to **Beyond4 Sdn Bhd** may, if required, be disclosed to the following classes of third parties:

- I. **Beyond4 Sdn Bhd**'s sub-contractor or third-party service or product providers as may be determined by **Beyond4 Sdn Bhd** to be necessary or appropriate.
- II. Financial institutions for purposes of facilitating payments and/or maintaining financial records in connection with the business or contract relationship between **Beyond4 Sdn Bhd** and you and/or your company,
- III. Government agencies and strategic partners that work with **Beyond4 Sdn Bhd** in connection with **Beyond4 Sdn Bhd**'s business activities.
- IV. Agents, contractors, auditors, consultants, accountants, insurers, lawyers or other financial or professional advisors of **Beyond4 Sdn Bhd**
- V. Regulatory bodies, government bodies or other authorities if required or authorized to do so to discharge any regulatory function under any law or in relation to any order or judgment of a court.
- VI. Any person to whom **Beyond4 Sdn Bhd** is compelled or required to do so under the law; and/or our shareholders.
- VII. Any person who is under a duty of confidentiality who has undertaken to keep such data confidential.
- VIII. Your personal data maybe collected from various sources, including information you have provided us, information from third parties and information in the public domain.

### 3.4 Failure to Provide Information

Please note that your personal data is necessary for **Beyond4 Sdn Bhd** to carry out the aforesaid purposes. The failure to supply such personal data will or may:

- Resulting **Beyond4 Sdn Bhd** being unable to administer the business or contractual relationship between **Beyond4 Sdn Bhd** and you and/or your company.
- Resulting in **Beyond4 Sdn Bhd** being unable to provide you with information about the activities, products, services and programmes organized, managed, facilitated, provided, sponsored and/or participated by **Beyond4 Sdn Bhd**.
- Result in **Beyond4 Sdn Bhd** being unable to provide you with information about the products, services and programmes offered by selected third parties which may interest you.

### 3.6 Collection of personal data

Generally, we collect personal data in the following ways:

- (a) When you submit an application form or registration form, or other forms relating to any of our products and services;
- (b) When you enter into any agreement or provide other documentation or information in respect of your interactions with us, or when you use our services;
- (c) When you interact with our customer service officers, for example, via telephone calls, letters, face – to – face meetings, social media platforms and e mails;
- (d) when you use our electronic services, or interact with us via any of our websites or use services on any of websites;
- (e) when you respond to our promotions, initiatives or to any request for additional personal data;
- (f) When you request that we contact you or request that you be included in an email or other mailing list;
- (g) when you are contacted by, and respond to, our marketing representatives and customer service officers;
- (h) When we receive references from business partners and third parties, for example, where you have been referred by them;
- (i) when you fill up surveys administered by our third-party surveying service providers;
- (j) when we seek information from third parties about you in connection with the products and services you have applied for; and/or
- (k) when you submit your personal data to us for any reason.

### 3.5 Access, Corrections, Complaints and Withdrawal

You have a right to make any enquiries or complaints or request access or correction of your personal data. You may have the right to withdraw, in full or in part, your consent given to us previously, in respect of the processing of your personal data subject to relevant laws, regulations, contracts and reasonable time period. If you would like to make any of such requests, kindly submit your request in writing to **Beyond4 Sdn Bhd** at the postal/email address specified in paragraph 6 below.

If you withdraw your consent to any or all use of your personal data, depending on the nature of your request, **Beyond4 Sdn Bhd** may not be in a position to administer any contractual relationship in place, which in turn may also result in the termination of any agreements with **Beyond4 Sdn Bhd**.

## 4. Security of Your Personal Data

**Beyond4 Sdn Bhd** has implemented security policies and technical measures to protect your personal data in accordance with such requirements of the applicable personal data protection laws and regulations. If processing of the personal data is carried out by a third party on behalf of **Beyond4 Sdn Bhd**, **Beyond4 Sdn Bhd** will require the said third party to protect the personal data that they receive from **Beyond4 Sdn Bhd**.

## 5. Retention of personal data

**Beyond4 Sdn Bhd** will cease to retain personal data, as soon as it is reasonable to assume that the purpose for collection of such personal data is no longer being served by such retention, and such retention is no longer necessary for legal or business purposes.

## 6. Changes To This Statement

This statement may be revised and updated from time to time to ensure that this Personal Data Protection Policy is consistent with our future developments, industry trends and/or any changes in legal or regulatory requirements. **Beyond4 Sdn Bhd** recommends that you visit this webpage to review the most updated version of this statement each time you provide your personal data to **Beyond4 Sdn Bhd**

## 7. Contact Us

**If you have any questions about this statement, you may contact Beyond4 Sdn Bhd at:**

**Beyond4 Sdn Bhd**  
Level 6, Menara HLX,  
3 Jalan Kia Peng,  
50450 Kuala Lumpur  
Wilayah Persekutuan Kuala Lumpur

Tel: +603-7960 1922  
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Or Email: [info@beyond4.my](mailto:info@beyond4.my)