

PERSONAL DATA PROTECTION NOTICE

This Personal Data Protection Notice (“Notice”) sets out how NAMA Foundation (“NAMA” or “the Foundation”) collects, uses and protects your Personal Data which you have provided to NAMA.

By applying to Programs of NAMA through the Foundation, by accessing NAMA website at www.namafoundation.org (“Website”) or through its local partners/affiliates recommendation, you hereby consent to the processing of your Personal Data by NAMA in the provision of any Programs for which you have applied to NAMA.

1. PERSONAL DATA

- 1.1. The “Personal Data” that you provide or have provided to NAMA includes your name, contact details, National Registration Identity Card (NRIC) or passport number, bank account information, particulars of your spouse or family members or any other information which identifies you that has been obtained or recorded in NAMA’s files or database and processed by NAMA from time to time.
- 1.2. In addition to the Personal Data that you provide to NAMA directly (whether when engaging NAMA to apply the Program or during any communication with NAMA), NAMA may also collect your Personal Data from various other sources, including without limitation, from online search tools, information obtained from third parties through lawful sources including but not limited to its affiliates, beneficiaries, partners, entities established, national registration department/authority, bankruptcy or winding up or other searches conducted, cookies used on the Website or at events organised or participated in by NAMA.
- 1.3. In respect of Personal Data of third parties such as your related corporations or affiliates (in the case of a company) or spouse and family members (in the case of an individual), you warrant that you have obtained their consent to allow us to process their Personal Data and you will extend a copy of this Notice to them.

2. PURPOSE OF PROCESSING OF PERSONAL DATA

2.1. You hereby agree and consent to NAMA using and processing your Personal Data provided to NAMA, amongst others in the manner and for the purposes as described below,

- a) for the purposes of the Program;
- b) for preparing any document or instrument which may be required for the purposes of the Program and such other ancillary work in connection with the Program, including but not limited to preparing the necessary contract(s) or agreement(s) or instrument(s) to which you are a party, confirmations and responsibility statements;
- c) to provide such necessary information to any regulatory or governmental authorities as required by statutory, regulatory or governmental requirements;
- d) any relevant educational institution and third sector organisation which involve in the framework of the Program;
- e) for NAMA's internal administrative purposes, including historical and conflict checking purposes;
- f) for NAMA to communicate with you; and
- g) for NAMA to comply with its obligations under law or any regulations imposed by regulatory or governmental authorities.

2.2. It is voluntary for you to supply your Personal Data to NAMA. However, if you do not wish to provide your Personal Data, NAMA not be able to:

- a) provide you the services that you require for the Program; and/or
- b) communicate effectively with you.

2.3. NAMA may also use and process your Personal Data for other purposes such as:

- a) to send you materials such as season greeting cards, newsletters, articles, write-ups and other updates, distribute information of events, conferences, talks and seminars which may be of interest to you.

If you do not agree or consent to NAMA processing your Personal Data for the purposes set out in this paragraph 2.3, please notify NAMA by contacting NAMA via the contact details set out in paragraph 5.1 below.

3. DISCLOSURE OF PERSONAL DATA

3.1. Your Personal Data provided to NAMA or obtained by NAMA shall be kept confidential by NAMA. However, it may be necessary for NAMA to engage third party companies, service providers or individuals to perform certain services on NAMA's behalf. In such event, you hereby agree and consent that NAMA may disclose and transfer your Personal Data to third parties, within or outside Malaysia, including without limitation, as follows (unless you specify otherwise):

- a) agents and service providers (including those overseas) who provide services relating to the purposes of which the personal data is collected including data processing services; or
- b) any person, who is under a duty of confidentiality who has undertaken to keep such data confidential; or
- c) NAMA affiliates, local partners and/or beneficiaries.

We do not disclose your personal data to unaffiliated third parties without your consent. However, we may disclose your personal data if required by law or in good faith, if such action is necessary to comply with any law enforcement agency requirements, court orders or legal processes.

- a) banks and financial institutions;
- b) insurance providers;
- c) storage facility providers;
- d) external advisors and other professional advisors, such as auditors; and
- e) such other party as NAMA deems necessary for the purposes mentioned in paragraph 2 above.

3.2. NAMA shall also disclose and transfer the information to any statutory bodies, regulatory bodies and/or governmental authorities where legally required to do so.

4. EMAIL AND WEBSITE

4.1. Any Personal Data contained in the emails and "Contact Us" messages sent via NAMA's Website to NAMA shall be used and processed in the manner set out in this Notice. The content of the messages shall be monitored by NAMA.

4.2. If you do not wish for your Personal Data to be collected via cookies on the Website, please configure your internet browser to delete or deactivate cookies.

4.3. NAMA's Website may contain links to other sites and pages. NAMA shall not be responsible for any Personal Data or information that you may provide to any other entity via the link.

5. REQUEST FOR ACCESS AND INQUIRIES

- 5.1. You may at any time hereafter request for access to, or request for rectification or correction of your Personal Data or limit the processing of your Personal Data by NAMA, as the case may be, subject, however to the exceptions and restrictions as may be contained under applicable law. If you wish to do so, please contact NAMA at:

ADDRESS	:	NAMA FOUNDATION LEVEL 13, MENARA TOKIO MARINE LIFE, NO. 189, JALANTUNRAZAK, 50400 KUALA LUMPUR
TEL	:	+603-2181 6643/48
FAX	:	+603-2181 6646
ATTENTION	:	PROGRAM DEPARTMENT

You may also contact NAMA via the above contact details if you have any inquiries or complaints in respect of your Personal Data provided to NAMA.

- 5.2. Please note that NAMA has the right to refuse your request to access and/or make any correction to your Personal Data to the extent permitted under the applicable law.

6. GENERAL

- 6.1. NAMA reserves the right to amend or modify this Notice from time to time.
- 6.2. NAMA shall not be held responsible, in the event where the Personal Data is being used for other purposes mentioned in this Notice, by any of the parties who have the access and possession thereof, including but not limited to NAMA employees, its affiliates, its local partners, the third party service providers and other related parties who may not be specifically mentioned herein.

(Issued as at 6 July 2018)

