**Privacy Notice**

We, www.lexgo.com.my is a site operated by MyLEX Services ("we or "us"), a company which is registered in Malaysia under company number JM0670779-H and we via lexgo.com.my our website provide a range of deliveries services. We are committed to protecting all Personal Data kept by us and providing our customers with the highest levels of customer service. we via lexgo.com.my is bound by the Personal Data Protection Act 2010 and the Communications and Multimedia Act 1998, which set out a number of principles concerning consumer protection in Malaysia.

*For the purpose of this Privacy Policy:*

*“Personal Data” means any personal information relating to lexgo’s user that the user has provided to lexgo or made available to lexgo due to his/her contract with lexgo e.g. name, Identity Card / Passport No., address, information about his/her transactions with lexgo such as contact number, account number, account balances, payment history, and account activity.*

*“third parties“ means a person or a company who is not a party to a contract or a transaction with lexgo, but excluding lexgos agents, subsidiaries, contractors, sub-contractors and professional advisors.*

Lexgo reserves the right to change any portion of this Policy. Lexgo will announce such changes through its dedicated webpage [www.lexgo.com.my]

**1. SCOPE**  
This Notice applies to all operations in lexgo.com.my.

**2. RESPONSIBILITY**  
The Customer Service Division is responsible for the customer access and correction of personal data, notice and choice process to limit processing of personal data and the Privacy Department in Legal Division is responsible for the monitoring the administration of this Notice and monitoring enterprise wide compliance.

**3. EFFECTIVE DATE**  
This notice is effective as at date : -----------------.

**4. PERSONAL DATA PROTECTION PRINCIPLES**  
**4.1 General Principle:**  
4.1.1 lexgo will use, process, record, hold, store, share and disclose (“process”) Personal Data with the consent of the customer.

4.1.2 Continuance of use of lexgo’s services shall amount to the user’s consent for the processing of its Personal Data by lexgo.

4.1.3 lexgo will record and maintain a record of consent by your continued use of our services as appearing on our active customer database.

4.1.4 If you are under 18, you should not allow using our website

**4.2 Notice and Choice Principle:**  
4.2.1 Please be informed that lexgo will process user’s Personal Data for the following reasons and MAY disclose:-

* to companies and organizations for the performance of transporter contract of providing deliveries services to the customer;
* for profiling your service preferences
* to companies and organizations for compliance with any legal and/or regulatory obligations to which lexgo is subject, in addition to any obligation imposed under lexgo’s agreement with the customer;
* to companies and organizations that act as lexgo’s payment channels including and without limitation, financial institutions for purposes of maintaining financial records, assessing or verifying credit and facilitating payments of any amount due to lexgo;
* To other service providers or third parties nominated by lexgo either solely or jointly with other service providers, for purposes of establishing and maintaining a common database of customers or processing data as an outsourced entity both within and outside Malaysia;
* to send you information, promotions and updates including marketing and advertising materials in relation to our platform services and those of  organisations selected by lexgo;
* to companies and organizations that act as lexgo’s agents or contractors for the purposes of recovering any info due to lexgo;
* To regulatory bodies or other government authorities in compliance with requirements under the law or towards the detection or prevention of crime and/or fraud;
* To any party involved in or related to a legal proceeding, for purposes of the proceedings;
* to protect lexgo’s vital interests;
* for the administration of justice;
* to  promote any of lexgo’s platform services; or products, services and special offers of third parties whose products and services we think may be of interest to you; and;
* for the exercise of any functions conferred on any person by or under any law.

4.2.2 lexgo collects personal data from user application forms sign up registration at our web systems in order to assess your needs and provide you better service. lexgo may transfer the customer’s Personal Data to third parties both in Malaysia and overseas providing outsourced data storage or data processing services for lexgo.

4.2.3 Any customers who have provided his/her Personal Data prior to this Policy, may contact lexgo using the contact details set out below to know what types of Personal Data have been processed and the purpose for the processing.

4.2.4 Save in accordance with this Privacy Policy and except as permitted or required under any enactment, law, statute or code,lexgo will not use or disclose the customers' Personal Data without prior written consent.

4.2.5 You will be given the opportunity to 'opt-out' of having your Personal Data used for purposes not directly related to the Services or lexgo’s Websites at the point where lexgo asks for information.

4.2.6 lexgo is obliged to disclose your cell phone number.

**4.3 Disclosure Principle:**  
4.3.1 lexgo will only disclose Personal Data to comply with any government agency notification requirements; and/or for the purpose for which the Personal Data is processed where you have consented to disclosure.

4.3.2 lexgo may from time to time, contact you on behalf of external business partners about particular goods, offers or services that may be of interest to you. In those cases, Personal Data that may identify you will not be transferred to the third party. All communication whether from lexgo or lexgo’s business partners will be sent to you by lexgo.

4.3.3 lexgo may disclose your Personal Data to subsidiaries, its parent company MyLex Services or any other entity for the purpose as outlined in paragraph 4.2.1.

**4.4 Security Principle:**  
lexgo is responsible for taking prudent steps to safeguard the confidentiality and security of all Personal Data, including appropriate procedural, organizational and technical steps to protect personal data from accidental or unlawful destruction or accidental loss, alteration or disclosure.  These steps include entering into written agreements with subcontractors who process Personal Data in accordance with lexgo s instructions and incorporating lexgo’s own data protection standards as a minimum.

**4.5 Retention Principle:**  
In executing its responsibilities with respect to the confidentiality of Personal Data, lexgo will employ a number of safeguards, appropriate to the sensitivity of the information, to protect Personal Data against loss or theft, as well as unauthorized access, disclosure, copying, use, or modification. Such safeguards will include physical measures, organizational measures and technological measures, for example locked filing cabinets, restricted access to offices, security clearances and limiting access on a "need to know" basis and use of passwords and encryption. Procedures for implementing these measures will be communicated to all lexgo’s employees and third parties to ensure compliance with this principle.

**4.6 Data Integrity Principle:**  
4.6.1 lexgo strives to maintain complete, current, and accurate information about its users. Any inaccurate information that is brought to lexgo 's attention will be corrected as quickly as possible after notification. Procedures will be maintained to ensure that any reported inaccuracies are promptly and effectively handled and that customers' information remains as accurate, current and complete as possible.

4.6.2 You are obliged to provide your personal data to lexgo. Failure to provide complete and correct information to lexgo as required in the Agreement including the Registration Form, may result in the user's application for services being rejected, the service or Agreement being terminated and/or correspondence from lexgo including without limitation, to reach the user.

4.7 Access Principle:  
Any person dealing with lexgo can have access to his/her Personal Data that lexgo has in its possession or control and may request that his/her Personal Data be amended for purposes of accuracy and completeness.

**5. LEXGO’S WEBSITE**  
5.1 lexgo only provides platform services via its various websites. When a customer visits lexgo's websites the web servers generally record anonymous information such as the time, date and URL of the request. This information assists lexgo to improve the structure of its websites and monitor their performance. From time to time lexgo may also use third parties to analyse this anonymous information.

5.2 As mandatory in the usage of the lexgo’s websites lexgo may require standard information such as a customer’s Login ID, password, Personal Data for verification purposes, contact details and identification numbers. This information is necessary for lexgo to provide the services the user applied for. The customers are required to maintain the secrecy of his/her Login ID and Password enabling him/her to access the lexgo home page. It is strongly stressed that lexgo will not be able to secure the Personal Data if the customer reveal his/her Login ID and Password to anyone, and as such, is not liable for any breach of Personal Data.

**6. IP ADDRESSES AND COOKIES**  
6.1 lexgo also collects Internet Protocol (IP) addresses. IP addresses are assigned to computers on the internet to uniquely identify them within the global network. lexgo collects and manages IP addresses as part of the service of providing internet session management and for security purposes.

6.2 The lexgo websites may transmit to any customer’s computer a “cookie”. A cookie is a package of data that allows lexgo’s server to identify and interact more effectively with the customer’s computer having to spend time on identifying each customer user, thereby also providing additional login convenience. The customer may configure and personalize its current browser to refuse, reject or delete such cookies.

**7. INTEREST BASED ADVERTISING**  
7.1 Interest Based Advertising is a way of making the advertisements (ads) on the websites the user visit more relevant to him/her. lexgo collects anonymous information about the web browsing activity of a user internet-enabled device and use that information to associate the customer’s browser with one or more pre-defined interest categories. This enables lexgo to provide ads to the user that is tailored to the user’s interests. Interest Based Advertising does not change the amount of advertising a customer receives; it just makes it more relevant.

7.2 The user may configure and personalize its current browser to refuse, reject or delete collection of information for Internet Based Advertising.