

Privacy & Personal Data Protection Policy



In light of the Personal Data Protection Act 2010 (the Act), we do request from all our immediate and/or future prospective purchasers to grant your permission for the provision of your personal data and information.

1. Consent to collection and usage of Personal Data

In order that we are able to process the documentation leading towards the purchase of any of our products, we do request that you provide data and information about yourself to facilitate and complete the sale. Such information will be used by us to complete any sale as well as to keep you informed of new launches and/or any promotional events, to communicate with you, to enhance our services to you, to update our records in particular our TKB Tribal loyalty program, to conduct background financial checks on eligibility for financing and for such other purposes as may be necessary and/or required by law. In this regard, you agree to allow us to collect, use, disclose, process and retain all the Personal Data and information obtained by us.

2. Personal Data

Please be assured that any Personal Data provided by you is subject to applicable data protection, privacy and other similar laws. The Personal Data required by us will include but not be limited to information such as your name, date of birth, identity card number, passport number, home and business address, race, nationality, contact information such as handphone number and e-mail address, credit card particulars and such other relevant financial information. We shall take all reasonable steps to secure and protect your Personal Data from misuse, theft, and/or unauthorized access.

3. Source of Personal Data

The Personal Data will be collated from your disclosure and from such other information and/or documents that we have legitimate access to.

4. Rights of Access and Correction

Should you discover any errors in your Personal Data, you are entitled to request us to correct the same and subject to payment of a prescribed fee, you shall be furnished with a copy of your Personal Data. Should you have any queries or intend

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to request us to make a correction to any errors or to apply for a copy of your Personal Data, you may contact us at:-

TEAM KERIS BERHAD

TKB Tower, Times Square Ipoh
A-G-1 Jalan Sultan Nazrin Shah
30250 Ipoh
Perak Darul Ridzuan
Email: sales@teamkeris.com.my

5. Disclosure of Personal Data

Your Personal Data may be disclosed to the following:-

- a) Any of our subsidiary companies;
- b) Third party service providers or agents including but not limited to auditors, lawyers, consultants and utility companies;
- c) any of our business partners;
- d) Bank Negara and any other any registered credit reporting agencies under the Credit Reporting Agency Act 2010 [Act 710];
- e) Any law enforcement agencies and regulatory bodies and government authorities; and
- f) Any other party that you have consented to.

At any time, you may withdraw your consent that was previously given.

6. Protection of Personal Data

Your Personal Data will be kept and processed in a secured manner. The appropriate administrative and security safeguards, policies and procedures will be implemented, as far as practicable, in accordance to the applicable laws and regulations. We will, as far as practicable, aim to prevent any unauthorized and/or unlawful processing of, and the accidental loss, destruction or damage to your Personal Data.

Team Keris Berhad is committed to taking appropriate technical, physical and organizational measures to protect your Personal Data against unauthorized access, unlawful processing, accidental loss or damage, and unauthorized destruction of your Personal Data.

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To safeguard against unauthorized access to Personal Data by third parties outside Team Keris Bhd, all electronic Personal Data held by Team Keris Bhd is maintained on systems that are protected by secure networks. Team Keris Bhd entities limit access to internal systems that hold Personal Data to a select group of authorized users who are given access to such systems through the use of a unique identifier and password. Access to Personal Data is limited to and is provided only to relevant users for the purpose of performing their official duties.

Compliance with these provisions will be required of all third-party administrators who may access your Personal Data, as described in the 'Disclosure of Personal Data' in Section 6 above.

7. Your Privacy Preferences and How to Contact Us:

In the event you wish to contact us on your Personal Data, or if you have any complaints, we would appreciate it if you give us an opportunity to resolve any issue first by contacting us as set out below:

- a. email us to: sales@teamkeris.com.my; or
- b. write to us at the following address –

TEAM KERIS BERHAD

TKB Tower, Times Square Ipoh
A-G-1 Jalan Sultan Nazrin Shah
30250 Ipoh
Perak Darul Ridzuan
Email: sales@teamkeris.com.my

8. Changes to this Policy

Team Keris Bhd may need to modify this Policy as needed, for example, to comply with changes in business operations or laws and regulations. Team Keris Bhd will post all changes to this policy.

9. Consent

By providing us with your Personal Data or continuing to communicate with Team Keris Bhd, we shall regard that you have consented to the processing of your Personal Data.

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Appendix A1 -List of Government bodies/agencies/local authorities and institutions

- I. Bahagian Pinjaman Perumahan Perbendaharaan;
- II. Kumpulan Wang Simpanan Pekerja;
- III. Lembaga Hasil Dalam Negeri;
- IV. Land Office;
- V. Local authorities;
- VI. Internal auditors;
- VII. High court, lower courts or tribunals;
- VIII. Insurance companies;
- IX. ISO auditors; and any change or amendment, we shall notify you accordingly.

Appendix A2 -List of Non-Government bodies/agencies and private institutions

- I. Indah Water Konsortium;
- II. Pengurusan Air Selangor Sdn Bhd;
- III. Sabah State Water Department (JANS);
- IV. Ranhill SAJ Sdn Bhd;
- V. Perbadanan Bekalan Air Pulau Pinang;
- VI. Tenaga Nasional Berhad;
- VII. Banks and financial institution;
- VIII. Insurance companies;
- IX. External financial auditors;
- X. Law firms;
- XI. survey and research platforms authorized by Team Keris Bhd;
- XII. Any other local utilities service providers that are not mentioned hereinabove; and any change or amendment, we shall notify you accordingly.