

# **Privacy policy and data protection notice**

In accordance with the Personal Data Protection Act 2010 (“the Act”), we would like to inform you regarding the way we would use your personal data. We recommend you to read this privacy policy so that you understand our approach towards the use of your personal data.

By submitting your personal data to us, you will be treated as having given your permission, where necessary and appropriate, for disclosures referred to in this policy.

Asiaworks (M) Sdn. Bhd. (“AWM”) holds personal data about its graduates and participants protected under the Act. The data is used to enable us to carry out our training and activities and events and to provide us with management and statistical information.

Included on this page:

- (i) Data protection notice
- (ii) Authorisation

## **Data protection notice**

AWM collects and maintains personal information of participants of its trainings and/or workshops so that it can carry out its functions as a training company, provide other trainings and comply with any statutory obligations.

AWM treats all personal information with the utmost confidentiality and with appropriate levels of security. By being a participant or by intending to be participant of any of the trainings or workshops, you agree to our processing your personal information, including sensitive personal information, for the purposes outlined below.

The personal data will be used for a range of training activities including any events organised by AWM.

All information (updated as appropriate) will be kept throughout and for such reasonable period (and to the extent necessary).

Personal data will also be available to our employees, trainers (at all of AWM or its associates or related offices within South East Asia).

Where, very occasionally, AWM uses the services of these organisations, they are contractually obliged to process your data on behalf of AWM as data processor and in a secure and confidential manner under our strict instructions. AWM will also be liaising with its trainers and associates companies over their responsibilities and use of data (particularly sensitive data).

Under the Act, AWM participants also have the right to ask for a copy of the information AWM holds on them, for which a small fee can be charged, and to request correction of any incorrect information held.

Please note that this notice may be amended from time to time.

## **Authorisation**

Unless we hear from you within 14 days from the date of you receiving this notice, we shall assume that consent is hereby given to AWM for all of the above.