

## **PRIVACY POLICY**

This Privacy Policy sets out how **Gabungan AQRS Berhad. (Company No.:912527-A)** (“**GBG**”) shall protect and safeguard the use and processing of Personal Data (as defined herein) by or on behalf of GBG in compliance with the **Personal Data Protection Act 2010** and the rules and regulations prescribed and/or as may be prescribed thereunder from time to time (collectively referred to as “**the Act**”).

### **1. Personal Data**

Personal Data means information about the customers and/or potential customers of GBG (hereinafter referred to as “**GBG’ Customers**”); such as their:-

- i) Name, NRIC/Passport No, age & date of birth;
- ii) Nationality, race & gender;
- iii) Contact details including address(es), telephone/fax/handphone numbers & email address(es);
- iv) Marital status, details of spouse/family members;
- v) Job/profession particulars including name and address of company, title/position & income range;
- vi) Financial and legal status (including bank account information, winding up and bankruptcy);
- vii) Information captured on security systems (including recording of GBG’ Customers’ image on our Closed Circuit Television (CCTV); and
- viii) any information which may identify GBG’ Customers, their spouse or family members that has been or may be collected, stored, used and processed by GBG from time to time.

### **2. Security**

GBG is committed to ensuring that the privacy of GBG’ customers/potential customers are protected. When processing Personal Data, GBG shall take practical steps to protect the Personal Data from any loss, misuse, modification, unauthorized or accidental access or disclosure, alteration or destruction. GBG shall continuously review its procedures and measures and where necessary, improve and upgrade them to further and adequately protect all Personal Data. Only authorised personnel at GBG are allowed to have access to Personal Data and to process the same strictly for permitted purposes only. . Such personnel together with data processors (if any) processing Personal Data on behalf of GBG, are required to sign a Non-Disclosure Undertaking.

### **3. Retention**

The Personal Data processed for any purpose shall not be kept longer than is necessary for the fulfillment of that purpose. GBG shall take all reasonable steps to ensure that all Personal Data is destroyed or permanently deleted if it is no longer required for the purpose for which it was to be processed.

### **4. Access to Personal Data**

All of GBG customers and potential customers shall have access to his respective Personal Data held by GBG and be able to correct that Personal Data where the Personal Data is inaccurate, incomplete, misleading or not up-to-date (except where compliance with a request to such access or correction is refused under the Act). For this purpose, GBG’ customers/potential customers may contact GBG as follows:-

Department	:	Sales & Marketing
Address	:	<b>GABUNGAN AQRS BHD. (Company No.:912527-A)</b>
		G-58-1, Block G, Jalan Teknologi 3/9,
		Bistari De’ Kota, PJU 5, Kota Damansara,
		47810 Petaling Jaya, Selangor Darul Ehsan.
Tel No	:	+603 6141 8870
Fax No	:	+603 6141 8871
Email address	:	info@gbg.com.my

### **5. Modifications**

GBG may amend and/or modify this Security Policy from time to time.

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End.

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