

PERSONAL DATA PROTECTION ACT 2010("PDPA")

Purpose of notice

1. This notice is issued pursuant to the requirements under the Personal Data Protection Act 2010 (PDPA) to all individuals who are buyers/vendors/providers of goods/services or the individual employees of the vendors or buyer/providers of goods/services: -

- (i) engaged by ABLE PERFECT SDN BHD; or,
- (ii) who submits any proposal OR referred to as vendors to ABLE PERFECT SDN BHD for such purpose.

Processing of personal data

2. During the course of its dealings with you, ABLE PERFECT SDN BHD processes personal data of the buyers or vendors which include, but is not limited to, your name, IC number, address and other contact details.

Purpose of processing personal data

3. The personal data is collected for, amongst others, the following purposes:

- (a) assessing your suitability to be awarded the contract for which you have applied;
- (b) enforcing the rights and obligations in the contracts, including but not limited to, making payments for the goods/services and maintaining the list of key personnel who will be responsible to carry out the rights and obligations of the vendors under the contracts;
- (c) providing access to ABLE PERFECT SDN BHD's premises; and
- (d) For marketing purposes incidental and associated with any of the above.

Disclosure of personal data

4. The personal data held by us shall be kept confidential. However, in order to exercise our rights and obligations under the contracts or to evaluate, we may disclose your personal data to:

- Our affiliates or third parties that perform services on ABLE PERFECT SDN BHD behalf and in doing so we will comply with all applicable laws, regulations and industry standards, we will require them to appropriately safeguard the personal data provided to them;
- Financial institutions;
- Other parties that been authorised;
- Regulatory and governmental agencies as permitted or required by law, authorised by any order of court or to meet obligations to regulatory authorities.

Protection of personal data

5. The security of your personal data is ensured by ABLE PERFECT SDN BHD as we shall take all physical, technical and organisational measures needed to ensure the security and confidentiality of your personal data.

Retention of personal data

6. It is ABLE PERFECT SDN BHD's policy to destroy personal data of the buyers/vendors within 7 years after the contract has been awarded or after the conclusion of the contract, whichever is applicable.

Access of personal data

7. Under the PDPA, you have the right to access your personal data to ensure that the personal data we hold about you is accurate, complete, not misleading and up to date. If you wish to exercise such rights and request access to your personal data, please contact us by forwarding it to compliance@ableperfect.com.my