



## **BENALEC HOLDINGS BERHAD** (702653-V)

No. 38, Jalan Pengacara U1/48, Temasya Industrial Park, Glenmarie,  
40150 Shah Alam, Selangor, Malaysia  
Tel: +603-55697366, 55698366, 55699366 Fax: +603-55690366  
Email: enquiry@benalec.com.my Website: <http://www.benalec.com.my>

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### **PERSONAL DATA POLICY**

1. This Personal Data Policy ("**Policy**") describes how **BENALEC HOLDINGS BERHAD** and its subsidiaries, associates, affiliates and/or members within the **BENALEC HOLDINGS BERHAD** group of companies (collectively, referred to as "**us**", "**our**" or "**we**" in this Policy) use your Personal Data.
2. By engaging us to provide services and/or products or by interacting with us, you consent to the processing of your Personal Data by us and all persons involved in the provision of services by us.
3. By continuing to communicate with us or by continuing to use our services and/or products following the modifications, updates or amendments to this Policy shall signify your acceptance of such modifications, updates or amendments.

### **TYPES OF PERSONAL DATA**

4. Such Personal Data may include, but is not limited to information concerning your name, age, identity card number, passport number, address, email address, gender, date of birth, marital status, occupation, income range, contact information such as telephone, mobile & facsimile number, race, nationality, and information of third parties such as your emergency contact person, authorized representatives, contractors, lawyers, and financiers ("**Personal Data**").

### **COLLECTION AND SOURCE**

5. In the course of your dealings with us, we will request that you provide your Personal Data, to enable us to enter into transactions with you or to communicate with you on the services and/or products related to our business. These may be done through various means, including but not limited to:-
  - a. agreements for sale and purchase or sub-sale or lease of our properties/lands or for our services;
  - b. our forms whether in electronic or hardcopy format; and/or



- c. any correspondence requesting for information or making any inquiries.

#### **PURPOSES OF PROCESSING**

6. We process your Personal Data for, amongst others, the following purposes (collectively, "Purpose"):
  - a. the delivery to you of notices, information in connection with our current and future services or products and the marketing of such services or products as well as new service or product launches;
  - b. preparing and executing all necessary documents and agreements with you such as in relation to the sale and purchase or sub-sale or lease of our properties/lands or for our services and to carry out the obligations under the agreement;
  - c. collection of outstanding payments;
  - d. those purposes provided for in any particular service or product offered by us or our business partners;
  - e. to administer and carry out our customer and prospective customer relationship management procedures;
  - f. maintaining our records of our customers and prospective customers and our internal record keeping;
  - g. conducting marketing, client profiling and business development activities as well as market research and statistical analysis and customer surveys regarding our projects, products and/or services; and/or
  - h. complying with any legal or regulatory requirements and to make the necessary disclosures under the requirements of any applicable law, regulation, direction, court order, by-law, guideline, circular and/or code which are applicable to us and for the prevention of crime.



### DISCLOSURES

7. Generally, we will keep the Personal Data provided to us as confidential. Nevertheless, you consent to the following disclosures of the Personal Data by us to these classes of third parties which may be located within or outside Malaysia for reasons relating to the Purpose:
- a. any parties to whom we are under a legal requirement to disclose the Personal Data to by applicable law or in response to an authoritative body, including government agencies, statutory authorities, local councils and/or industry regulators including but not limited to the land office, the land registry, the Ministries, the Employees Provident Fund Board, the Inland Revenue Board, as well as to any other third party pursuant to any court order;
  - b. public amenities and utilities providers, including but not limited to Indah Water Konsortium, Syarikat Bekalan Air Selangor Sdn Bhd and Tenaga Nasional Berhad;
  - c. contractors and service providers, including but not limited to work contractors, consultants, auditors, accountants, lawyers, financial and professional advisers, lenders, insurance companies and/or property management companies;
  - d. our subsidiaries, associates, affiliates and/or members within the BENALEC HOLDINGS BERHAD group of companies;
  - e. our joint venture and business partners; and/or
  - f. the relevant landowner, Joint Management Body and/or management corporation.

### PROTECTION OF PERSONAL DATA

8. Your Personal Data is important to us. We are committed to keeping and processing the Personal Data in a secure matter. We will implement appropriate administrative and security safeguards, procedures and policies to the extent practicable and in



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accordance with applicable laws, to prevent any unauthorized and unlawful processing of the Personal Data and the accidental loss, destruction or damage to the Personal Data at all times.

### **CONSEQUENCES OF REFUSAL OR FAILURE TO SUPPLY**

9. The refusal or failure to provide the Personal Data may result in the following:-
- a. the inability of parties to formalize and/or carry out the relevant agreement or transaction in relation to the sale of our property, land, product and/or service; and/or
  - b. the inability for us to provide to you the requested information, products and/or services.

### **ACCESS AND CORRECTION**

10. Subject to any exceptions under the applicable laws, you may at any time hereafter request for access to, or for correction or rectification of your Personal Data or limit the processing of your Personal Data, or seek further information from us by via **registered post, email or facsimile** to the following:-

MANAGING DIRECTOR

ADDRESS: NO. 36 & 38, JALAN PENGACARA U1/48, TEMASYA INDUSTRIAL PARK,  
GLENMARIE, 40150 SHAH ALAM, SELANGOR, MALAYSIA

EMAIL: enquiry@benalec.com.my

TELEPHONE NO.: +603-55697366, 03-55698366, and 03-55699366

FACSIMILE NO.: +603-55690366

Any inquiries or complaints with respect to your Personal Data should also be channeled to us via the contact details stated above.



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### **THIRD PARTY CONSENT**

11. In the event you have provided personal data of third parties (e.g. your emergency contact person, tenant, authorized representatives, contractors, lawyers, financiers) to us, we rely on you to have sufficiently obtained the prior consent of such third parties to allow us to process their personal data in relation to the Purpose.

### **LANGUAGE**

12. In accordance to Section 7(3) Personal Data Protection Act 2010, this Policy is issued in both Bahasa Malaysia and English languages. In the event of any inconsistency, the English language version of this Policy shall prevail.