

PERSONAL DATA PROTECTION ACT NOTICE

In compliance with the Personal Data Protection Act 2010(PDPA) this notice will explain how we process the Personal Data that we collect and what your rights are in relation to how your Personal Data is stored or used. Should you have any questions or concerns about our notice, please address them to contact@hannasia.com. Hann Consulting (Asia) Sdn Bhd appreciates your trust in providing your personal data to us and understands that your Personal Data is important. Accordingly, we will securely keep any Personal Data that is provided to us.

Kindly note that by disclosing your Personal Data to us, you are consenting to the collection, use and processing of your Personal Data in the manner or purposes that are stated herein.

Your Personal Data may be collected by Hann Consulting in the following ways:

- general enquiries;
- from our affiliates and associates;
- from registration and/or attendance lists you filled up during meetings, workshops, training programs, networking events, conferences and/or exhibitions;
- from our websites;
- from persons related to you or your organization;
- from details provided by you to us to go through our online/offline assessments;
- from information freely available to the public.

Personal Data Collected

The Personal Data that we collect may include:

- your name;
- nationality;
- address;
- e-mail address;
- I/C number;
- telephone number;
- employment details;
- date of birth;
- and all other necessary information incidental to our business.

Purpose of Collecting Personal Data

We collect your Personal Data for the following purposes:

- in the performance of our services to you;
- to keep you informed of our new, interesting , and/or relevant services or products;
- for handling enquiries;
- for promoting/marketing our services;
- for carrying out surveys, research and analysis; and
- any other needs which are incidental to the performance of our services/duty.

Access of your Personal Data

Your Personal Data is disclosed on a need to know basis to the following persons:

- our staff;
- persons, staff, superiors who nominated you for any of our services;
- our consultants, associates, auditors, third party service providers who are under a duty of confidentiality to us; and
- all other persons and governmental/non-governmental bodies whose services are necessary and incidental to the conduct of our business.

You have the right of access to your Personal Data that is held by us and you will be able to correct that personal data if the personal data is inaccurate, incomplete, misleading or not up-to-date. You also have the right to restrict the manner and purpose which your Personal Data is used or to request the removal of your Personal Data from our database.

If you have any questions or concerns about the use and processing of your Personal Data by us, please feel free to contact us.