

PRIVACY NOTICE

Pursuant to the Personal Data Protection Act 2010 ("PDPA") which was enforced on the 15th November 2013, your personal information given to us or shall be given to us will be safeguarded and we will not share your personal information to irrelevant parties without your prior consent. You have the rights to know the reasons we collect and use the personal information you have provided to us and on how we will use the personal information and whom we may share the personal information with.

Imperial Land Sdn Bhd ("we") respect the privacy of individuals with regards to personal data and we are committed to protect the privacy of our clients ("you"). This Privacy Notice is formulated in accordance with the PDPA.

1. COLLECTION OF INFORMATION

Your personal information may include information such as your name, contact details, address, gender, national registration identity card or/and passport number, race, nationality, ethnics, origin, occupation, date of birth, place of birth, marital status, age, income, salutation, email address, children's details, assets details whether movable or immovable and loan details.

Your personal information are collected from various sources but not limited to:-

- a) information given by you to us by whatsoever mean and/or in whatsoever manner;
- b) information given by agents or by third parties;
- c) information obtained independently by us from other lawful sources.

2. PURPOSE OF COLLECTION OF PERSONAL INFORMATION

We collect, use and process Personal Data in variety of circumstances for the following purpose

- a) To prepare the relevant agreements, contracts, legal documentation or forms or any other applicable documents.
- b) To correspond with you or any other relevant person (this may be by letter, electronic mail, telephone call or any other way and maybe with persons in any jurisdiction) in relation to your property transaction (including but not limited to sub sale and auction transactions), progressive claim, delivery of vacant possession, key handover, property/estate management, customer care defect rectification works, post vacant possession services such as customer loyalty programme, financing or refinancing, issuance of qualified/strata title, creation of lease, creation of sub lease, transfer of titles, our business arrangement with you and /or any relevant matters(where applicable)
- c) To carry out our administration and daily operation
- d) To conduct credit checks and other backgrounds checks as we may determine to be necessary or appropriate
- e) To send you newsletters or other materials to inform you of our activities, events, new launch of housing projects, new developments or the new products of our Group or other matters which we think may interest you (including, social events)
- f) To use your name, photographs, videos or other records made or taken at or in relation to our activities or events (including, those which involve us) to which you may be invited or permitted to attend by us in our annual report or other promotional materials
- g) To transfer or share of Personal Data within our Group
- h) To effect the collection of outstanding payment or debt or to make payment
- i) To effect procedures or practices to prevent or mitigate crime or to maintain the security, integrity or good governance of our operations
- j) To maintain our books and records (these may be kept in any media, and include, paper and electronic) for the purpose of reviewed or audited by independent professionals for compliance, security, integrity and/or good governance purposes (including, auditors (accounting firms) and independent anti-money laundering procedure auditors)
- k) To carry out statistical or other analysis in relation to our operations and its needs
- l) To provide information when we are involved in any litigation or other proceeding
- m) To transfer your Personal Data (these may be in electronic, paper or other media) to our third party service or storage providers or contractors or sub-contractors (these may be in any jurisdiction) for purposes of data storage, back up or processing
- n) To provide your Personal Data to our third party service providers, agents, contractors or management companies for the purpose of rendering services to you directly
- o) To meet any requirements of laws or regulations or court order or direction, guideline, practice note, circular, code or other requirement of any governmental, public or regulatory authority or stock exchange (these include, any imposed on us by or from any jurisdiction outside Malaysia)
- p) Apart from Malaysia, our collection, use and processing of Personal Data (including any disclosure) may be in, to, or from any jurisdiction outside Malaysia. We may continue to collect, use and process Personal Data even after you are no longer our current customer or business associate.

3. DISCLOSURE

We generally keep Personal Data confidential. However, we may disclose them in certain circumstances. These include the circumstances in **What we do with the Personal Data we collect**, above. We may also, give or disclose your Personal Data, anyhow to:

- a) Any of the persons whom or in circumstances which we refer to in **What we do with the Personal Data we collect**, above
- b) Any governmental, public or regulatory authority or stock exchange in any jurisdiction when required by such authority or under the law or regulation of any jurisdiction which applies to us
- c) Any persons you consent to under our business agreement with you
- d) Our auditors, independent anti-money laundering auditors, lawyers and other financial or professional advisers
- e) Our third party service, product or storage providers, contractors, sub-contractors, agent

We may give or disclose to any of them even if they are outside Malaysia and even if you are no longer our current customer or business associate.

4. CONSENT

If you give or continue to give Personal Data to us, you will be deemed to consent to your Personal Data being collected, held or processed in the way specified in this Notice and in any other notice issued under Section 7 of PDPA by us.

However, you may opt to give your consent expressly in the form below. Then you should print, complete and return to us the consent below as soon as possible. The consent may be e-mailed, faxed, hand delivered or posted to us at the contact for our Personal Data Protection Affairs Manager set out above. We ask that you return any expressed consent to us within 14 days from the date of this Notice to assist us in the administration of these matters. If we do not hear from you within the stipulated time, we will process your Personal Data in accordance with this Notice without further notice until we receive your instruction not to process or limit the process of your Personal Data.

You may also be regarded as giving your consent by your particular act or conduct in certain circumstances.

You should know that if you do not give your consent (whether by giving Personal Data by expressed consent or in any other way), we may still be authorised or required by applicable laws or regulations or by certain circumstances to disclose or give Personal Data. Your consent will remain in effect regardless of any change in your relationship with us, for example, if you are a current customer or business associate, that you cease to be one.

5. SAFEGUARDS

We shall keep and process your data in a secure manner. We endeavour, where practicable, to implement the appropriate administrative and security safeguards and procedures in accordance with the applicable laws and regulations to prevent the unauthorized or unlawful processing of the Personal Data and the accidental loss or destruction of, or damage to, the personal information.

6. RETENTION

Your personal information shall be stored either in hard copies in our office or stored in servers located in Malaysia and operated by us. Any personal information supplied by you will be retained by us as long as necessary for fulfillment of the purposes stated in paragraph 2 above or is required to satisfy any legal, regulatory and/or accounting requirements or to protect our interest.

7. DATA INTEGRITY

Personal data must be accurate, complete, not misleading and kept up to date. Information which is incorrect or misleading is not accurate and steps should be taken to check the accuracy of any personal data at the point of collection and at regular intervals afterwards. Inaccurate or out-of-date data should be destroyed.

You are responsible for informing us about the changes to your personal information and for ensuring that such information is accurate and current.

8. ACCESS

You have the right of access to your personal information held by us on payment of a prescribed fee and you may request to us to correct any of your personal information that is inaccurate, incomplete or out-of-date, subject to any applicable legal restriction and contractual conditions.

If you have any questions regarding this Privacy Notice or you wish to request access to your personal information or if you wish to correct your personal information or you wish to withdraw your consent to us for the processing of your personal information for the purposes set out in paragraph 2 above or for the transfer of your personal information to the parties stated above, you may send your written request to us.

Please note that notwithstanding the withdrawal of your consent, we may still to process your personal information in circumstances recognized and permitted by law and as required under the contractual conditions.

9. CHANGES TO PRIVACY NOTICE

We reserve the right to amend this Privacy Notice from time to time without prior notice. We advise that you check this Privacy Notice at our premises on a regular basis.

You may reach to us at:

Imperial Land Sdn Bhd

No. 35-1, Wisma Mega

Jalan Miri

41400 Klang

Selangor

imperiallandsb@gmail.com