

NOTICE ON PERSONAL DATA PROTECTION

This Personal Data Notice (“Notice”) described how Sharmin Ong & Partners (“Firm”) of P-3-10, Plaza Damas, Jalan Sri Hartamas 1, 50480 Kuala Lumpur uses your Personal Data.

By engaging the Firm to provide services, through your email communication with the Firm, through your participation in the Firm’s events, seminars and/or other promotional activities, through the Firm’s general business contact with you or by using the Firm’s website at www.sharmin-ong.com (“Website”) (collectively referred to as “Engagement”), you consent to the usage of your Personal Data by the Firm and all persons involved in the provision of services by the Firm. If you have received unwanted email from the Firm, please forward a copy of that email to admin@sharmin-ong.com. Please note that if you reply to the Firm’s email or otherwise send a communication to the Firm, your communication will not create a lawyer-client relationship with the Firm. Do not send the Firm any information that you or anyone else considers to be confidential or secret unless the Firm has first agreed to be your lawyers in that matter. Any information you send the Firm before the Firm agrees to be your lawyers cannot be protected from disclosure.

In the event of any conflict between the English and other language versions, the English version shall prevail. The Firm shall have the right to modify, update or amend the terms of this Notice at any time by posting the updated or amended Notice on the Website. By continuing to communicate with the Firm and to use the Firm’s services following the modifications, updates or amendments to this Notice shall signify your acceptance of such modifications, updates or amendments.

COLLECTION AND USE OF PERSONAL DATA

“Personal Data” means information about you which you have provided the Firm in your Engagement with the Firm includes but not limited to the following information:-

- (a) Name, job title and company name;
- (b) Age, gender, date of birth, national registration identity card number, passport number;
- (c) Race, ethnic origin, nationality;
- (d) Contact information including address, email address and phone number;
- (e) Marital status, details of children, income range, employer;
- (f) Bank account information; and
- (g) Any information which you will be requested to provide or has provided to the Firm which may be collected, stored, used and processed by the Firm during the course of dealings between you and the Firm.

The provision of your Personal Data is voluntary. The Firm will not be able to communicate with you and provide you the services you require if you do not provide your Personal Data.

PURPOSE OF SHARMIN ONG & PARTNERS COLLECTING YOUR PERSONAL DATA

Your Personal Data will be/is being collected, used and/or processed by the Firm for amongst others, the following purposes:-

- (a) to provide legal services to you;
- (b) to correspond with you in the course of a business between you and the Firm either as a client or as a business contact;
- (c) to respond to your request;
- (d) to provide you with a subscription to the Firm’s regular news alerts;

- (e) to notify you about events and to provide relevant events materials;
- (f) to obtain feedback;
- (g) to provide you with information that the Firm considers may be of interest to you;
- (h) to be used for internal record keeping;
- (i) to provide information to regulatory and governmental authorities in order to comply with statutory and government requirements;
- (j) for the Firm to comply with its obligations under the law,

(collectively referred to as “Purpose”).

Kindly note that it will be necessary for the Firm to process your Personal Data for the Purpose, without which the Firm will not be able to carry out the Purpose.

DISCLOSURE TO THIRD PARTIES

The Firm may engage other companies, service providers or individuals to perform functions on the Firm’s behalf and may provide access or disclosure of your Personal Data to the third parties such as those listed below (not exhaustive):

- (a) Information technology service providers;
- (b) Storage facility providers;
- (c) Banks and financial institutions;
- (d) Insurance providers;
- (e) Any professional advisors;
- (f) External auditors;
- (g) Any person to whom the Firm is required to do so by law or in response to a competent or government agency.

DATA TRANSFER AND SHARING

Where the Firm considers it necessary for purposes of responding to your requests or otherwise as necessary for the Purpose described above, the Firm may transfer your Personal Data to another member of Firm or third party service providers within or outside the country in which Firm is established. The Firm may also in limited circumstances share Personal Data with government authorities or others as required to protect the interests of the Firm or others.

CONSENT

If the Firm does not receive any notification from you concerning our processing of your Personal Data, the Firm shall proceed to continue to process the same for the Purpose as set out, on the basis that you understand and have consented to the Firm processing of your Personal Data in accordance with this notice.

ACCESS AND CORRECTION TO YOUR PERSONAL DATA

Subject to any exceptions under applicable laws, you may at any time hereafter request for access to or for correction or rectification of your Personal Data in which you have provided to the Firm and in this respect, you may inform the Firm at :-

Data Manager
P-3-10, Plaza Damas
Jalan Sri Hartamas 1
50480 Kuala Lumpur
Email: admin@sharmin-ong.com
Telephone No. +603 62010218 Facsimile No. +603 62010089

The Firm has the right to refuse your requests to access and/or make any correction to your Personal Data for the reasons permitted under law such as where the expenses of providing access to you is disproportionate to the risks to your privacy.