

## **PERSONAL DATA PROTECTION AND PRIVACY NOTICE**

PNB Commercial Sdn Berhad (PNBC), PNBC' group of companies, its related companies, PNBC group of companies' associates, jointly controlled entities and its subsidiaries (hereinafter collectively referred to as "**PNBC Group**") respects the privacy of the information and personal data provided by you to PNBC Group. For the purpose of this Personal Data Protection and Privacy Notice, the words "we", "us" and "our" shall refer to the companies within the PNBC Group.

This Personal Data Protection and Privacy Notice outlines how we collect, use, handle and protect the information and personal data given to us and in compliance with the Personal Data Protection Act 2010. We however may amend this Personal Data Protection and Privacy Notice without giving prior written notice but such amendments will be notified via our website.

This Personal Data Protection and Privacy Notice is issued to all of our customers or current/future tenant, all suppliers, job applicants, and others for our business matter which involved commercial transaction.

**A. TYPE OF PERSONAL DATA**

1. Name, race, date of birth, sex/gender, nationality, National Registration Identification Card number/ passport number, work history (including past and present), education background, employer feedback, performance reviews, references, details of past employers or other people provided by you to us, EPF number, SOCSO number, tax file reference number, occupation;
2. Contact details including house phone number, mobile phone number, office phone number, email address, home address and mailing address, fax number, emergency contact details;
3. Any personal data derived from any agreements or contracts executed between you and us;
4. Credit card details, bank account number;
5. Information captured on card key and other security systems, including a recording of your image on Closed Circuit Television (“CCTV”) and a recording of your voice from calls made to us;
6. Any personal data gave to us for the purpose as mentioned in Part B.

**B. PURPOSE OF COLLECTING PERSONAL DATA**

The personal data that we took from you will be collected and processed by us for following purposes:

1. In order for you to enter into any agreements or contracts with us for the purpose of tenancy, service, supply, employment, and other purposes in relation to our business matter;
2. The delivery of notices, letters, services, products, marketing services, whether present or future.;
3. The maintenance and upkeep of customer records and development;
4. Those purposes specifically provided for in any particular service or product offered by us;
5. Execution of agreements or contracts entered between you and us;
6. For administration purposes and our internal record-keeping;
7. Credit assessments, financial and background investigation as and when deemed necessary;
8. For billing, finance and tax;
9. To adhere legal and statutory requirements;
10. Crime prevention;
11. Vacant possession, keys handover, customer care and/or defect rectification works;
12. For commercial transaction subsequent to agreement, contract, or our projects;
13. Insurance claim;
14. To investigate complaint and feedback;

15. To process your application;
16. Debt recovery;
17. Security and maintenance;
18. For audit purposes;
19. For submission of any claim;
20. To give services offered by us or any third parties which may give benefits to you;
21. Property/real estate management;
22. To execute legal rights including legal advice and finance or taking steps in legal action;
23. Where a third party acquires or wishes to acquire an interest in any of our companies;
24. Enable us to supply and submit your personal data to parties which we obliged to do it in accordance with any laws;
25. Any other likely purposes to give effect to our business matter;

**C. SOURCES OF PERSONAL DATA**

Your personal data will be collected, processed and used by us from these sources but not limited to:

1. Any agreements or contracts entered between you and us;
2. From any forms filled by you to us;
3. From any emails, letters, or faxes sent by you to us;
4. From third parties including your legal representative, our agents, and other likely parties for our business matter;
5. From any documents submitted to us by you as in Part B.

**D. DISCLOSURE OF PERSONAL DATA**

We ensure that your personal data will not be sold, given to any other organizations for other commercial purposes except in relation to our business matter.

Personal data given to us will be kept with confidentiality and we will get your consent to disclose your personal data to these parties:

1. Our agents and service providers (including those located overseas) providing services relating to the purposes for which the personal data is collected;
2. Third parties (including those located overseas) including but not limited to employers, contractors, suppliers, partners, joint venture partners, advertisers, independent agents, purchasers, relevant financial institutions, utility companies and sub-contractors;
3. Our appointed lawyers, debt collection agencies, credit-reporting agencies;
4. Our business partners and affiliates that provide related services or products in connection with our business matter;
5. Government authorities, government agencies, statutory authorities, local councils, industry regulators or any parties whom we are compelled to do so pursuant to any laws.

**E. PERSONAL DATA PROTECTION**

We ensure that your personal data will be kept and processed in a safe manner. We will assure relevant steps and procedures will be implemented to prevent any unauthorized, and the accidental loss, destruction or damage to your Personal Data.

**F. FAILURE TO PROVIDE PERSONAL DATA**

Your failure or refusal to give your personal data to us will cause any purposes as in Part B above may be cannot be executed, and we will not be responsible for any effect resulting from your refusal to provide us with the personal data needed.

**G. DATA STORAGE**

The personal data collected will be kept so long as necessary to fulfill the purpose stated in Part B. We will ensure that all personal data is destroyed or permanently deleted if it is no longer necessary unless its retention is required to satisfy legal, regulatory, accounting requirements, or to protect our interest.

**H. RIGHT OF ACCESS AND CORRECTION OF PERSONAL DATA**

You have the right of access to your personal data held by us and you may request for correction of the personal data that is inaccurate, incomplete, misleading or not up to date.

Please note that we may have to withhold access to your personal information in certain situations, for example when we are unable to confirm your identity or where information requested for is of a confidential commercial nature or in the event we receive repeated requests for the same information. Nevertheless, we will notify you of the reasons for not being able to accede to your request.

Your enquiry can be made in writing to this particular address:

PNB Commercial Sdn Berhad (518026-P),  
Lot 4.1, Level 4, PNB Perdana Commercial Centre,  
10 Jalan Binjai, 50450 Kuala Lumpur.

Attn : PDPA Officer / cc Legal Department

Email : [pdpa@pnbcommercial.my](mailto:pdpa@pnbcommercial.my)

Tel : 03 2165 1160

Fax : 03 2165 1161

Notwithstanding your withdrawal of your consent, we may keep your personal data and process your personal data in circumstances which are recognized and permitted by law or as required under the contractual conditions.

We reserve the rights to charge a reasonable fee for the processing of any data access request.

**I. LANGUAGE**

This notice is issued in both Bahasa Malaysia and English languages. In the event of any inconsistency, the Bahasa Malaysia version shall prevail.

**J. AMENDMENT**

We might need to amend this notice from time to time to match our business needs or change of laws with this notice. Any amendments will be shown in our website.