

Privacy Policy

BCSD MALAYSIA BERHAD – Reg. No. 202001023053 (1379373-K)

This Privacy Policy sets out how BCSD MALAYSIA collects, uses and process your Personal Data according to Personal Data Protection Act 2010 (“PDPA”). By submitting your personal data to us, you are deemed to have read and confirm that you consent to us processing your personal data in accordance with our Privacy Policy and that all personal data provided to us are accurate. To the extent where you have provided (or will provide) personal data of your family members, spouse and/or other dependants, you are deemed to have obtained their consent to provide their personal data to us and they consent to their personal data being processed in accordance with our Privacy Policy and that all personal data provided to us are accurate.

1. Personal Data Collected

Your name, contact details, identity card number, passport number, address, gender, age and other information (such as religious belief, medical details, academic records, employment records, financial information) as may be necessary in the course of your dealings with us.

2. Sources of your personal data

We may collect personal data from you when you:-

- i. Communicate with us (for example when you email us or submit your, application/registration/survey forms to participate in our programmes or events);
- ii. Register yourself as a registered user on our website or a member;
- iii. Subscribe for our services such as newsletters and articles and other online access;
- iv. Register your interest or when you request for information (including through our online portal and other available channels) or when you respond to any of our marketing materials;
- v. Commence a business relationship with us; and
- vi. Visit or browse our website(s).

Personal data is also collected from third parties such as background check companies, referees, or recruitment agencies. BCSD MALAYSIA also collects personal data from event, function, meeting, marketing, expansion and promotional activities whether conducted by or on behalf of BCSD MALAYSIA or otherwise.

All personal data that we request from you is necessary for us to perform the purposes for which your data is collected. If you fail to provide us with your personal data, we may not be able to process your request and/or to proceed with your matter.

3. Purposes

BCSD MALAYSIA will collect, use, process and/or disclose your personal data for the purposes for which it is collected or a related purpose.

BCSD MALAYSIA will collect, use, process and/or disclose your personal data for business and activities of BCSD MALAYSIA, and for the purposes relating to any contract or arrangement which you have

entered with BCSD MALAYSIA or for a related purpose and which shall include, without limitation, the following:

a. **Member of BCSD Malaysia**

- i. To manage, maintain and facilitate your relationship with us as our member company or representative of a member company
- ii. To communicate with you;
- iii. To comply with any legal or regulatory requirements applicable to us and to make disclosure under the requirements of any applicable law, regulation, direction, court order, by-law, guideline, circular, code;
- iv. Our internal record keeping;
- v. For statistical analysis;
- vi. For any purposes related, ancillary or in furtherance to the abovementioned purposes.

b. **Executive Education**

For purposes of Executive Education, the personal data is collected and processed for purposes which may include the following:

- i. To assess and process your application, request, registration for or subscription of our programmes, services and/or use of our website;
- ii. To administer your participation in our programmes or events;
- iii. To process your payment transactions;
- iv. To respond to your queries;
- v. To send you publicity information about BCSD MALAYSIA;
- vi. For communication with you including to provide you with information relating to our products and services and those of our business partners;
- vii. To maintain and update our client database records;
- viii. For statistical records and analysis; and
- ix. Such other purposes as may be related to the foregoing.

c. **Employee**

- i. Our internal record keeping;
- ii. For processing payroll, advances, subsidies and/or reimbursements (where applicable);
- iii. For taxation and auditing purposes;
- iv. To communicate with you;
- v. To comply with any legal or regulatory requirements applicable to us and to make disclosure under the requirements of any applicable law, regulation, direction, court order, by-law, guideline, circular, code.

d. **Vendor, supplier and/or service providers**

- i. To engage you to provide services or products;
- ii. For processing payments, claims, and/or reimbursement (where applicable);
- iii. To communicate with you or your company;
- iv. To comply with any legal or regulatory requirements applicable to us and to make disclosure under the requirements of any applicable law, regulation, direction, court order, by-law, guideline, circular, code.

e. **Others (applicable to all, including those not mentioned in the above)**

- i. To respond to your queries;
- ii. To allow your participation in events and/or activities conducted by us or on our behalf;
- iii. To allow campus visitation;

- iv. To send you by e-mail, telecommunication means or social media on updates, news, promotional and marketing information that we think may interest you;
- v. Such other purposes in the course of your dealing with BCSD MALAYSIA.

Where you have indicated your consent to receiving marketing or promotional updates from us, you may opt-out from receiving such marketing or promotional material at any time. You may select the relevant “unsubscribe” option as may be provided in our marketing or promotional material or you may contact us at the details provided in Clause 5 below.

4. Disclosure to third parties

We will keep the personal data provided to us confidential, but we will disclose the personal data to the following third parties if and when necessary:

- i. Government departments, statutory authorities, regulators and/or its authorised agents;
- ii. Relevant professional or statutory regulatory bodies and/or accreditation bodies;
- iii. Insurance agents or companies;
- iv. Prospect employers for the purposes of placement for internships and/or employment (where applicable);
- v. Business partners of BCSD MALAYSIA;
- vi. Individuals, companies and organisations that act as our vendors, contractors, service providers and/or professional advisers;
- vii. Companies and organisations that assist us in processing or fulfilling transactions and providing you with the services that you requested or subscribed for;
- viii. BCSD MALAYSIA’s auditors, lawyers and such other professional advisors;
- ix. BCSD MALAYSIA’s sub-contractors or third-party service or product providers as deemed necessary by BCSD MALAYSIA.

5. Right to Access and Correction

You have the right to request access to and correction of personal data held by us. If there are any changes to your personal data or if you wish to make a request to access or correct your personal data to ensure that it is accurate, complete and up-to-date, please contact us at the contact details provided below so that we may take steps to update your personal data.

If you wish to do so, please contact:

Contact Details: Ms Mich Ho

Email: info@bcspd.my

Please note that BCSD MALAYSIA has the right to refuse your request to access to and/or to correct any Personal Data to the extent permitted under the applicable law.

6. Others

You may also contact the relevant personnel if you:

- i. Wish to stop receiving updates, news, promotional and marketing information from us; or
- ii. You have any inquiries;
- iii. You have any complaint in respect of your Personal Data provided to us.

BCSD MALAYSIA reserves the rights to change, amend and/or vary this Policy from time to time. Any amendment will be informed by way of announcement on this website or any other suitable methods. Please follow our website from time to time to be informed of any updates to this Policy. Any amendments to this Policy will be effective after notice is given to you. By continue using our services

and/or access to this website after being informed of any amendments to this Policy, you shall be deemed to have agreed to and accepted the said amendments.

Security – While no systems can provide guaranteed security nor can we guarantee that loss or misuse of information will not occur, we take reasonable efforts to keep information you provide to us secure.

NOVEMBER 2021