

ENGLISH VERSION

This Personal Data Protection Notice (“Notice”) sets out how Baker Tilly Monteiro Heng AF 0117 and its network firms (collectively referred to in this notice as “Baker Tilly Malaysia”) collect and handle your personal data in accordance with the Personal Data Protection Act 2010 (“the Act”) and the personal data protection principles which are set out in the Act.

1. Type of personal data

Personal data means any information which relates directly or indirectly to you and which was processed by Baker Tilly Malaysia for the purposes stated in Section 3 below. The type of data processed by Baker Tilly Malaysia regarding individuals may include but not limited to the following:

- Name
- Age
- Identity card number
- Passport number
- Gender
- Date of birth
- Details of next of kin
- Marital status
- Occupation
- Address
- Telephone and facsimile numbers
- Email address
- Education background
- Membership of professional associations
- Employer
- Race
- Ethnic origin
- Nationality
- Financial details such as credit card number, income range, banking account details
- Image by way of video or photo shooting during our seminar and corporate events
- Other information in connection any of our services, transactions, survey, questionnaire or communication with Baker Tilly Malaysia
- IP addresses, web browser software and other information collected automatically when you visit to our website
- Any other personal data relates directly or indirectly to you including sensitive personal data as defined under the Act

All acts of processing the above personal data will be carried out in compliance with the Act. As defined in the Act, “processing” in relation to personal data, means collecting, recording, holding or storing the personal data or carrying out any operation or set of operations on the personal data.

2. Source of personal data

Baker Tilly Malaysia collects your personal information directly from you or indirectly from a variety of sources, including but not limited to the following:

- at any events, conferences or seminars organised by Baker Tilly Malaysia
- at any public events, conferences or seminars
- through your legal representatives, employer or employee, service provider such as outsourcing IT, Human resources and accounting services and merchant bankers
- from cookies through the use of our websites
- from third parties sources such as fraud prevention agencies, credit bureau reported, credit references agencies
- through other public available source of information
- through inquiry or communication made with or to us

3. Purpose of collecting personal data

Personal data that you provide will be processed for the following purposes, including but not limited to:

- administration of client accounts including billing, payment, debt collection and credit assessment
- delivery of our services whether present or future
- marketing of our services whether present or future
- meeting any legal or regulatory requirements

4. Disclosure to third parties

Your personal information provided to us is processed by entities (in or outside Malaysia) within Baker Tilly Malaysia including our network firms, business partners or affiliates and firms with common partners.

As a general rule, Baker Tilly Malaysia will not use or disclose personal data about an individual other than for its primary purpose of collection as stated in Section 3, unless:

- The individual has consented to the use or disclosure
- The use or disclosure is required or authorised by or under law
- The use or disclosure is reasonably necessary for a specific purpose by or on behalf of a regulatory or enforcement body

Your personal data may be disclosed to certain third parties as required under law, to perform functions on Baker Tilly Malaysia’s behalf, pursuant to relevant contractual relationship or for the purpose as stated in Section 3 above (or directly related to those purpose). Consequently Baker Tilly Malaysia may provide access or disclose personal data to third parties such as those listed below (not exhaustive):

www.bakertillymh.com.my

An independent member of Baker Tilly International

Baker Tilly is a trading name of Baker Tilly Monteiro Heng, Baker Tilly AC and its related entities

- our third party service providers such as auditors, accountants, lawyers, company secretary, consultants, contractors, professional advisors, service providers, marketing companies, printing companies, event organisers, other advisors, travel agencies and insurance companies
- bank and financial institutions
- regulatory and governmental authorities, statutory authorities, local council and industry regulator in order to comply with statutory and government requirements.

With regards to the Baker Tilly Malaysia's direct marketing activities, any individual who receives direct marketing communication from Baker Tilly Malaysia may contact or email Baker Tilly Malaysia's Personal Data Protection Compliance Officer at the contact details below to "unsubscribe" or not receive any further direct marketing communications.

5. Personal data integrity

Baker Tilly Malaysia will take reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete, not misleading and up-to-date.

6. Personal data security

Baker Tilly Malaysia will take reasonable steps to protect the personal data it holds from loss, misuse, modification, unauthorised or accidental access or disclosure, alteration or destruction.

7. Personal data Retention

Baker Tilly Malaysia will not keep personal data for longer than is necessary and will take reasonable steps to destroy or permanently delete the personal data if it is no longer required for the purpose for which it was to be processed.

8. Access and correction of personal data

You have the right to access and correct your personal information held by us (except where compliance with the request to such access or correction is refused under the Act or subject always to certain exemptions). We will make every endeavor to ensure your personal information is accurate and up to date and therefore we ask that if there are changes to your information you should notify us directly.

Please provide proof of your identity, addresses and sufficient information to enable us to identify you when submitting your request to us. On receipt your written request, we may comply or refuse your request to access or rectify your personal information. If we refuse, we will notify you the reasons of such refusal.

We may decide to impose a charge upon the individual to cover the cost of verifying a request for information and locating, retrieving, reviewing and copying any material requested.

In addition, in accordance with the Act, an individual may forward a written request to Baker Tilly Malaysia's Personal Data Protection Compliance Officer to stop processing personal data.

www.bakertillymh.com.my

An independent member of Baker Tilly International

Baker Tilly is a trading name of Baker Tilly Monteiro Heng, Baker Tilly AC and its related entities

9. Contact to make inquiries and complaints regarding personal data

Any inquiries or complaints with respect to your personal data may also be channeled to Baker Tilly Malaysia by submitting such request via post, email and facsimile transmission to the following address:

Personal Data Protection Compliance Officer

Baker Tilly Monteiro Heng
Baker Tilly MH Tower
Level 10, Tower 1, Avenue 5
Bangsar South City
59200 Kuala Lumpur
F: +6 (0)3 2282 9980
E: pdpa@bakertillymh.com.my

In the absence of written notification from you, we will deem it that you consent to the processing, usage and dissemination of your personal information in the manner, to the extent and within the scope of this Personal Data Policy.

10. Conflict

In the event of any conflict between this English language Notice and its corresponding Bahasa Malaysia Notice, the terms in this English language Notice shall prevail.

Version 1, July 2014