

Teladan Setia's Personal Data and Privacy Policy

Teladan Setia Sdn. Bhd. views and treats your personal data seriously. Thus, we have developed a Privacy Policy in compliance with the Personal Data Protection Act 2010 and its regulations.

Collection and use of personal data

We have collected and/or will collect your personal data to be processed and utilized by us on your behalf in the course of your present and future dealings with Teladan Setia Sdn. Bhd. for all intent and purposes, its subsidiary(ies), associated company(ies), joint venture partners, including all its shareholder(s), director(s), employee(s), supplier(s), contractor(s) and/or its permitted person(s) ("we", "our", "us" or "Company"). Your Personal Data will be used consistent with our Privacy Policy.

Personal data that Teladan Setia collects

Your Personal data is information that relates directly or indirectly to you.

The personal data that you provide may include but not limited to:

- (i) Full name
- (ii) Age
- (iii) Identity card number/Passport number
- (iv) Postal address (including office address)
- (v) Gender
- (vi) Date of birth
- (vii) Marital status
- (viii) Details of children and/or guardian(s)
- (ix) Occupation
- (x) Contact information (including e-mail address, mobile and/or house number, facsimile number and office number)
- (xi) Salary range
- (xii) Credit card or bank account information

Purpose of data collection

Your Personal Data that is collected enables Teladan Setia Sdn. Bhd. to handle various dealings and transactions in relation to the relevant matter.

(i) Agreements and Arrangements

- a. Entry into necessary agreements, contracts, memorandum, and/or arrangements to purchase products or services from us, for example: sale and purchase agreement etc.
- b. Credit assessments and other background checks as deemed necessary and appropriate by us.
- c. Collection of outstanding payments from clients as stated in agreements.
- d. Vacant possession, handing over of keys, property/estate management, customer care and/or defect rectification works;
- e. Necessary performance or other obligations abiding the agreements, contracts, memorandum and/or arrangements.

(ii) Goods and Services

- a. Delivery of our products and services regardless present or future.
- b. Customer relationship management procedures.
- c. Client profiling related to our products and services.
- d. Communication with clients through e-mail, telephone calls, text messages and/or social media.

(iii) Marketing and Records

- a. Marketing and advertising of our products to you, both at present and in future.
- b. Market research, benchmarking and statistical analysis to improve our services.
- c. Internal record keeping.

(iv) Legal Compliance

- a. Prevention of reporting any crime including but not limited to fraud, bribery and money laundering.

Third parties permitted

Teladan Setia Sdn. Bhd. takes precautions to ensure the safeguarding of your Personal Data against unauthorized access, misuse, theft, alteration, destruction and disclosure.

These third parties are authorized to access your Personal Data with your consent:

- (i) Our company's associated partners, subsidiaries and related companies.
- (ii) Business partners including online business affiliates, distributors, retailers, and agents that distribute or deal with our products.
- (iii) Our auditors, engineers, quantity surveyors, land surveyors, business consultants, accountants and lawyers as we deem necessary.
- (iv) Contractors and sub-contractors, suppliers, and product providers including third party property management or marketing entities.
- (v) Any party to whom we are required under law or in response to local, state or federal authority, enforcement agency, statutory authority, court of laws, tribunal, and associations legally authorized by law.

Your Rights

You have the right to request access to your own Personal Data, as well as making corrections to your own Personal Data in cases of data inaccuracy, incompleteness or out-of-date. You are also entitled to limit our processing of your Personal Data by expressly withdrawing your prior consent, subject to contractual agreements and with reasonable notice.