

**NOTICE UNDER PERSONAL DATA PROTECTION ACT 2010 (PDPA)****Purpose of Notice**

1. This notice is issued pursuant to the requirements under PDPA (in particular with regard to obtaining consent, collecting, storing, processing, transferring, and the use of personal data) to all individuals who are service providers/consultants/vendors/suppliers of goods and services or the individual employees of the service providers/consultants/vendors/suppliers of goods and services (hereinafter referred to as **"the Company"**):–
  - (i) engaged by Credit Guarantee Corporation Malaysia Berhad (CGC); or
  - (ii) who submits any RFQ/tender/proposal to CGC for such purpose,  
(hereinafter collectively referred to as **"Concerned Parties"**).

**Processing of Personal Data**

2. During the course of CGC dealings with the Company, CGC collects, processes and store the personal data (i.e. personally identifiable information) of the Concerned Parties which includes but is not limited to, name, IC number, address, other contact details, CCRIS, CTOS or any other information.

**Purpose of Processing Personal Data**

3. The personal data is processed for, amongst others, the following purposes:
  - (i) assessing the Company suitability to be awarded the project for which the Company have applied;
  - (ii) performing and enforcing the rights and obligations in the agreement/contract entered into between CGC and the Company, including but not limited to, making payments for the goods/services and maintaining the list of key personnel who will be responsible to carry out the rights and obligations of the Concerned Parties under the agreement/contract;
  - (iii) providing access to CGC's premises; and
  - (iv) complying with any legal or regulatory requirements, including but not limited to, compliance with the withholding tax requirements, or as permitted by law or authorised by any order of court.

**Disclosure of Personal Data**

4. The Company personal data held by us shall be kept confidential. However, in order to exercise our rights and obligations under the agreement/contract, to evaluate the Company RFQ/tender/proposal to CGC or to comply with any legal and regulatory requirements, we may disclose the Company personal data to:
- (i) Departments within CGC;
  - (ii) Financial institutions and strategic partners;
  - (iii) CGC's other consultants, service providers, vendors and authorised agents;
  - (iv) Other parties authorised by the Company;
  - (v) Enforcement regulatory and governmental agencies as permitted or required by law, authorised by any order of court or to meet obligations to regulatory authorities.

The disclosure of the Company data may involve the transfer of the Company personal data to places outside of Malaysia, and by providing us the Company personal data the Company agree to such a transfer where it is required to provide the Company the services the Company have requested, and for the performance of any contractual obligations the Company have with CGC including for storage purposes.

**Personal Data Protection**

5. CGC shall take all physical, technical and organisational measures needed to ensure the security and confidentiality of the Company personal data. If we disclose any of the Company personal data to any entities or authorised agents, we will require them to appropriately safeguard the personal data provided to them.

**Retention of Personal Data**

6. CGC will retain the Company personal data for as long as necessary to fulfil the purpose(s) for which it was collected or to comply with legal, regulatory and internal requirements. Thereafter, the Company data shall be destructed or permanently deleted.

**Access of Personal Data**

7. Under the PDPA, the Company have the right to access the Company personal data. If there are any changes to the Company personal data or if the Company believe that the personal data we have about the Company is inaccurate, incomplete, misleading or not up-to-date, please contact us so that we may take the necessary steps to update the Company personal data.

Please note that depending on the information requested we may charge a nominal fee. We may also take steps to verify the Company identity before fulfilling the Company request for access to the Company personal data.

CGC reserves the right to amend this Notice from time to time. The Company will be notified of the changes to this Notice either through announcement on CGC's website and/or via e-mail to the e-mail address the Company have provided to CGC.

We have read, understand and hereby expressly and unconditionally agree and consent to the processing of my personal data by CGC in accordance with the terms stipulated herein:

Authorised Representative of Company:

Name:

NRIC:

Designation:

Date:

Company Seal/Rubber Stamp: