

# **PERSONAL DATA AND PRIVACY POLICY**

Hextar Industries Berhad (“HIB”) views and treats your Personal Data seriously.

We have therefore developed a Privacy Policy that guides how HIB collects, processes, uses, discloses, transfers and stores your Personal Data. Kindly study this Policy and understand your rights on the matter.

## **COLLECTION AND USE OF PERSONAL DATA**

Your Personal Data is information that relates directly or indirectly to you, who is identified or identifiable from that information or from that and other information.

During the course of your transaction and dealings with HIB, you may be requested to furnish your Personal Data from time to time. HIB and their third party service providers may share the Personal Data with each other and use it consistent with this Privacy Policy. They may also combine it with other information to provide and improve HIB Group’s products and services.

## **PERSONAL DATA THAT HIB MAY COLLECT**

When you transact with HIB, we may collect a variety of your Personal Data, which may include your:-

Name;

National registration identity card number or passport number;

Gender;

Race and religious beliefs;

Postal address;

Telephone number;

Email address;

Medical information;

Salary range;

Contact preference; and

Credit card or bank account information.

The list of personal data stated above is not exhaustive and may include other personal data depending on the nature of dealings or transaction.

## **HOW HIB USES YOUR PERSONAL DATA**

Your Personal Data that HIB collects allows us to process the necessary transaction in relation to the relevant matter.

Your Personal Data that HIB collects allows us to keep you posted on HIB's latest product announcements and upcoming events. It also helps HIB to improve on its products and services.

From time to time, HIB may use your Personal Data to send important notices, emails, letters or SMS, like communications about purchases and changes to HIB's terms, conditions, and policies. As such information is crucial to your custom with HIB, you are advised not to opt out of receiving such communications.

HIB may also use your Personal Data for internal purposes such as auditing, data analysis, and research to improve HIB's products, services and customer communications.

HIB may also share your Personal Data with third party providers that provide services such as information processing, extending credit, fulfilling customer orders, delivering products to you, managing and enhancing customer data, providing customer service, assessing your interest in HIB products and services and conducting customer research or satisfaction surveys.

## **PROTECTION OF PERSONAL DATA**

HIB takes the necessary precautions, both administrative and technical to safeguard your Personal Data against loss, theft, misuse and unauthorized access, disclosure, usage, alteration or destruction.

## **RETENTION OF PERSONAL DATA AND ACCESS**

HIB shall endeavour to make it easy for you to keep your information accurate, complete and up to date. We will retain your Personal Data for the period necessary to fulfil the many different purposes outlined in this Privacy Policy unless a longer retention period is permitted or required by law.

You can help ensure that your contact information and preferences are accurate, complete, and up to date by contacting HIB at +6(03)-3003 3333. For other personal information, we make good faith efforts to provide you with access so you can request that we correct the data if it is inaccurate or delete the data if HIB is not required to retain it by law or for legitimate business purposes.

We may decline to process requests that are unreasonably repetitive, require disproportionate technical effort, jeopardize the privacy of others, are extremely impractical, or for which access is not otherwise required by local law.

HIB reserves the right to update and amend this Policy from time to time. Any material changes will be posted on our web.