

# **PERSONAL DATA PROTECTION NOTICE**

In reference to the Personal Data Protection Act 2010 (hereinafter referred to as "the Act"), which came into effect on 15 November 2013, Shuang Hor Enterprise (M) Sdn Bhd (hereinafter referred to as "Shuang Hor," "our," "us," or "we") is committed to ensuring full compliance with the provisions of the Act. In accordance with the requirements set forth under the Act, we are issuing this Notice to all our Independent Distributors to outline how your previously collected personal data is managed and protected.

## **1. EXISTING PERSONAL DATA**

We will process your personal data, including but not limited to the following information provided by you, for the purpose of facilitating your direct selling transactions:

- Full name and job-related details (e.g., designation, company name)
- Age, gender, date of birth, MyKad number
- Race and nationality
- Contact information, including address, phone number, and email address
- Marital status and family information (including details of spouse and children)
- Photographs submitted by you or taken during official company events
- Bank account details

(Collectively referred to hereinafter as "the personal data")

## **2. USAGE OF DATA**

We may use and/or process your personal data for, among others, the following purposes:

- To inform you of new promotions and offers
- For the disbursement of earned commissions
- To facilitate bookings such as air tickets, local and international hotel accommodations, and related travel arrangements

## **3. DISCLOSURE OF YOUR PERSONAL DATA**

Your personal data will be kept confidential and will only be used for the purposes for which it was collected. However, under certain circumstances, your data may be disclosed to other parties as permitted or required by applicable laws and regulations, including the provisions of the Act.

## **4. SECURITY**

We will handle and process your personal data securely and, where practicable, in accordance with applicable laws and regulations. Appropriate measures will be taken to prevent unauthorized or unlawful processing, as well as to protect against loss, misuse, modification, unauthorized or accidental access or disclosure, alteration, or destruction of your personal data.

## **5. RETENTION OF DATA**

Personal data will not be retained longer than necessary following the termination of any contract or agreement between you and us. We will take all reasonable steps to ensure that personal data is securely destroyed or permanently deleted once it is no longer required for the purposes for which it was originally processed.

## **6. ACCESS AND CORRECTION TO YOUR PERSONAL DATA**

For enquiries, access, or updates to your personal data, please contact our Customer Service Centre at:

**Address:** No. 54, Jalan Tago 2, Taman Perindustrian Tago, Sri Damansara, 52200 Kuala Lumpur, Malaysia

**Phone:** +603-6275 8818

**Operating Hours:** Monday to Friday, 8:30 AM – 5:00 PM

Please note that a processing fee may apply for requests to access or correct personal data.