

PRIVACY POLICY OF KERINGAT GROUP OF COMPANIES

Pursuant to the requirements of the Personal Data Protection Act 2010 (“PDPA”) which came into force on the 15th November 2013, this Privacy Policy explains our policy on collecting, using and disclosing your Personal Data which is also subject to all applicable laws in Malaysia.

In the course of your dealings with Keringat Group of Companies as our purchasers/registrants, we will request that you provide data and information about yourself to enable us to enter into transaction with you or to deliver the necessary notices, services and/or products in connection with our business. These are relevant in relation to our business process, execution, including client relationship management, planning purposes in relation to future products, new products launches and events including promotional events with business partners within our projects/townships.

In this Privacy Policy:

“**Keringat**”, “**we**”, “**us**” or “**our**” means collectively, the Keringat Group of Companies, its subsidiaries, related and associate companies, which consists of, amongst others, Keringat Sdn Bhd (159585-H), Keringat Housing Development Sdn Bhd (231691-M), Keringat Group Holdings Sdn Bhd (409105-W), Wangsa Keringat Development Sdn Bhd (224314-U), Puncak Tekali Sdn Bhd (231691-M) and Mengawarti Sdn Bhd (45370-V).

“Personal Data” means any information directly or indirectly relating to you (or any other individual) to the extent that you (or such other individual) are identified or identifiable from that information that you have provided to **Keringat** or made available to **Keringat**;

“Products and Services” means any products, services or facilities provided by **Keringat** to you.

1. **PERSONAL DATA**

Personal Data we collect from you may include but is not limited to the following:

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- 1. What we collect from you;
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- a. Personal details such as name, age, identity card number, passport number, image of your identity card, image of your passport, address, gender, date of birth, children basic details, marital status, occupation, income range, contact information, email address, employer, race, ethnic origin, nationality, type of loans applied for in relation to the purchase of property, introducer’s name and other details;
 - b. information in relation to the Products and Services you have obtained from us or have registered your interest with us;
 - c. when you visit our websites, we collect information about your computer such as IP address, web browser software and other information about your visit;
 - d. any other information that are, have been or may be collected by us from time to time in relation to any product, service, transaction, communication, contract, events or dealings with us.
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○ 2. How is your Personal Data collected

We collect your Personal Data:

- a. when you sign up to purchase or to register your interest in the Products and Services;
 - b. when you visit our websites;
 - c. when you visit our premises;
 - d. pursuant to any transaction, communication, contract and dealings made with us;
 - e. from any company within **Keringat**;
 - f. from publicly available sources of information.
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Please note that certain Personal Data requested by us are mandatory for you to provide and you consent to our use, process and disclosure of, failing which, we may not be able to provide you with the relevant Products and Services or information pertaining to the Products and Services.

○ 3. Purpose of collecting and processing your Personal Data

We collect and process your Personal Data:

- a. delivery of notices, services or products and the marketing of such services or products whether present or future, to you;
- b. in order for you to enter into necessary agreement and/or contract to purchase the products and/or properties from us;
- c. user or customer relationship management procedures;
- d. to conduct market surveys and trend analysis;
- e. credit assessments and other background checks of users as we may determine to be necessary or appropriate;
- f. our internal record keeping;
- g. collection of outstanding payments from you, if any;
- h. meeting any legal or regulatory requirements relating to our provision of services and products and to make disclosure under the requirements of any applicable law, regulation, direction, court order, by-law, guideline, circular, code applicable to us or any member companies of **Keringat**;
- i. purposes relating to any of the above (including but not limited to research, benchmarking and statistical analysis);
- j. enable us to send you information by e-mail, telecommunication means (telephone calls or text messages) or social media about products and services offered by selected third parties that we think may interest you but in doing so we maintain control over your Personal Data and we will not disclose your Personal Data to such third parties without your prior consent;

- k. vacant possession, keys handover, property /estate management, customer care and/or defect rectification works; and/or
- l. post vacant possession services, such as after sales services, security services and others.

2. DISCLOSURE

- In relation to the above purposes, we may disclose your Personal Data to the following third parties;
 - a. companies within the **Keringat**;
 - b. our contractors, agents, third party suppliers and service providers, consultants, accountants, auditors and advisors on a need to know basis;
 - c. insurance companies in relation to any insurance claims made in relation to your contract with us;
 - d. debt collection agencies and credit reporting agencies such as CTOS Data Systems Sdn Bhd in relation to any debt owing by you to us;
 - e. any actual potential assignee, transferee or acquirer of any companies within the **Keringat**;
 - f. any court of law or relevant party in relation to any investigation, claim or proceeding;
 - g. regulatory and government authorities in order to comply with statutory and government requirements.

3. SECURITY OF YOUR PERSONAL DATA

- a. We shall keep and process your data in a secure manner. We endeavour, where practicable, to implement the appropriate administrative and security safeguards and procedures in accordance with the applicable of laws and regulations to prevent the unauthorized or unlawful processing of your Personal Data and the accidental loss or destruction of, or damage to, your Personal Data
- We will store your Personal Data as long as the purpose it was collected for remains valid and thereafter for a period required and/or permitted by Malaysian law.

4. ACCESS TO AND UPDATE OF YOUR PERSONAL DATA

- We endeavour to record your Personal Data correctly and it is your responsibility to provide accurate, complete and up-to-date Personal Data about yourself and any other person whose Personal Data you have provided to us. Whenever such Personal Data has become incorrect or outdated, you should contact us to correct and update the same. Further, you confirm that you have the authority or consent to submit the Personal Data of other persons which you have provided to us.
- You have the right to access your Personal Data, subject to exceptions allowed by the law. You may request for a copy, correction or update of your Personal Data by writing to us at the contact details set out below.

5. LIMIT THE PROCESS OF YOUR PERSONAL DATA

- You may at any time limit the processing or request the removal of your Personal Data from our database by writing to us at the contact details set out below. Please note that, should you do so, we may no longer be able to provide you with the relevant Products and Services or information pertaining to the Products and Services.
- In the absence of such written notification from you, we shall deem that you have consented to your Personal Data being collected, used and disclosed in the manner set out in this Privacy Policy.

6. CONTACT US

You may write to us at:

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- Address :Keringat Group of Companies
No, 18, Wisma Keringat 1
Lorong Batu Caves 1
68100, Batu Caves
Selangor
Attention: Admin Department
 - Email :admin@keringat.com.my
 - Tel :03 6186 6888
 - Fax :03 6186 3888
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