

PERSONAL DATA PROTECTION POLICY

We at **TL Giam Adjusters Sdn** take our responsibility under the Personal Data Protection Act 2010 (**PDPA**) seriously. We also recognise the importance of the personal data you have entrusted to us and believe that it is our responsibility to properly manage, protect and process your personal data.

This Personal Data Protection Policy is designed to assist you in understanding how we collect and use the information including personal data (Your Information) you have provided to us as well as to assist you in making an informed decision before providing us with any of your personal data.

We collect, use, process and handle Your Information when you appointed our services or communicate with us, generally to provide you with our products and services.

We are strongly aware of the importance of protecting your privacy and the confidentiality of Your Information. We are committed to protect Your Information in accordance with Personal Data Protection Act 2010 (PDPA).

Why do we collect Your Information?

We need to collect Your Information generally for us to complete our transactions with you,

How do we collect Your Information?

We may collect Your Information directly from you when you communicate with us through any of our official channels, emails, online portals and/or social media, etc. We may also obtain your personal data indirectly from your authorized representatives, affiliates, third parties we deal with or are connected with you or other publicly available sources.

Upon your request, we will take reasonable steps to inform you how we have sourced Your Information, unless it is obvious from the circumstances that you would know or would reasonably expect us to have the information.

Disclosure of Your Information to others.

We may disclose Your Information to the relevant solution and/or product providers and their representatives, third parties where necessary whom we believe are necessary to assist us in providing the relevant solutions and/or products to you or to enable them to offer their solutions, service and/or products to you. Disclosure may also be made to any government, law enforcement, dispute resolution, statutory or regulatory bodies in any country, or as required by a country's laws.

Subject always to our contractual rights and obligations under relevant laws and regulations, you may exercise your choice in respect of the use or the extent of use of Your Information. Should you wish to do so, kindly contact us at the address, telephone number, e-mail address given at the end of this Privacy Notice.

Request for access and/or correction of Personal Data

You may request to access and/or correct your Personal Data currently in our possession or control by submitting a written request to us by contacting our Company Representatives at the phone number and e-mail address stated below.

Safeguards.

We will put in place reasonable security arrangements to ensure that your Personal Data is adequately protected and secured.

Accuracy and Accountability.

Kindly keep us informed of changes to your Personal Information.

Changes to this Policy.

Our Personal Data Protection Policy may be revised from time to time and if there is/are any revision(s), we shall keep you informed by means of communication deemed suitable by us.

If you have any queries on our Data Protection Policy or any other queries or complaints in relation to how we may manage, protect and/or process your personal data, please do not hesitate to contact us at:

Registered Address:

B3-8 Block B, Plaza Dwtasik, Bandar Sri Permaisuri, Jalan Sri Permaisuri, 56000 Kuala Lumpur.

Tel: 03-91712699 (Hunting Line)

Fax : 03-91717833

E-mail : admin@tlga.com.my