

## **Personal Data Protection Notice for Sunago Education**

Sunago Education (Sunago) is committed towards the protection of your personal information and privacy. This Policy serves to explain to you how we collect, process, manage and protect your personal data in accordance with the Personal Data Protection Act 2010. Such personal data may include, but is not limited to, information concerning your name, age, identity card number, passport number, address, email address, gender, date of birth, marital status, occupation, income range, medical information, contact information such as telephone, mobile and facsimile number, race, nationality, photographs and images, etc., obtained from you, third parties and public domain, which may be subject to applicable data protection and other similar laws.

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

### **A. COLLECTION AND PROCESSING OF YOUR PERSONAL DATA**

Your personal data is usually captured via the Internet or otherwise, when you (i) fill up an application form or other relevant forms of ours; (ii) make purchases via our online platforms; (iii) participate in a competition, contest or other similar programmes organised by us; (iv) visit our office or websites; (v) respond to our marketing and promotional materials; or (vi) make an enquiry or provide feedback on our products and services. Your personal data is needed for but not limited to the following purposes:

- a. To provide you with the relevant products and services;
- b. For product marketing and after sales services;
- c. To send promotional and/or advertising materials to you;
- d. To conduct statistical analysis for product research and development;
- e. For administrative purposes, including billing, payment and debt collection; and
- f. To make relevant disclosures in compliance with all applicable laws and regulations.

Should you fail to provide the information as requested, we may not be able to provide you with the relevant products or services as mentioned above.

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

#### **Entities within Sunago and its Associate Companies**

Your personal information provided to us is processed by entities (within or outside of Malaysia) within Sunago and its Associate Companies (including related companies, subsidiaries, holding companies, associated companies and outsourcing partners).

Sunago will ensure that:

- (i) access to your personal information is restricted to staff who are required to process your personal information in accordance with their respective job requirements; and
- (ii) only necessary information is released to the relevant employees.

### **Classes of third parties**

Your personal information may be disclosed or transferred to relevant third parties (within or outside of Malaysia) as required under law, pursuant to relevant contractual relationship (for example, where we appoint third party service providers) or for the purposes stated in Section A above (or directly related to those purposes).

In the event of a potential, proposed or actual sale of business, disposal, acquisition, merger or re-organisation (“Transaction”), your personal information may be required to be disclosed or transferred to a third party as a result of the Transaction. You hereby acknowledge that such disclosure and transfer may occur and permit Sunago to release your personal information to the other party and its advisers / representatives.

### **C. SAFETY OF YOUR PERSONAL DATA**

We will ensure that your personal data kept by us is protected against any loss, misuse, modification, unauthorised or accidental access or disclosure, alteration or destruction.

### **D. RIGHT OF ACCESS TO YOUR PERSONAL DATA**

You have the right to access, correct or change your personal data held by us by writing to us at the following address: [info@sunagoeducation.com](mailto:info@sunagoeducation.com)

Upon the verification of your identity, you may:

- a. request for information pertaining to your personal data;
- b. request to make corrections or edit your personal data; or
- c. request to limit or to stop the processing of your personal data,

subject to the requirements and restrictions under the relevant applicable laws, contractual conditions and a reasonable time period. By providing your personal data to us, you are consenting to the processing of your personal data by us in the manner as described above.

### **E. AMENDMENTS TO THIS POLICY**

We reserve the right to amend and update this Policy from time to time, and the amended Policy will be uploaded onto our website.

### **F. CONFLICT IN POLICY**

In the event of any conflict between this English language version of the Policy and its corresponding Bahasa Malaysia version, the terms in this English language version of the Policy shall prevail.