FMM Personal Data and Privacy Policy

The Government has introduced the Personal Data Protection Act 2010 to regulate the processing of personal data in commercial transactions. Since company data collected by FMM contains some personal data, the law requires us to inform you of your rights in respect of your personal and company data that are being processed or that is to be collected and further processed by FMM and the purposes for the data processing. The Act also requires us to obtain your permission to process your personal and company data.

A. <u>Purpose for Collection of Personal and Company Data</u>

- 1. Personal and company data provided by you are held by FMM and kept confidential on our secured database in accordance with the Personal Data Protection Act 2010. As a member of FMM, it is important for you to provide us with the updated personal and company data. We need your personal and company data for the following purposes:
 - To communicate with and respond to your queries
 - To provide information on FMM circulars, activities & promotions
 - To ensure that the products/ services we offer meet your needs and interests
 - To publish your company's details on the FMM Directory and Website
- 2. We take appropriate measures to ensure that the personal and company data are kept secure and for as long as necessary for the fulfilment of the purposes stated in A(1) or is required to satisfy legal regulatory, accounting requirements or to protect FMM's interests.
- 3. By providing us with your personal and company data for the above stated purposes, you are also giving us the consent to transfer your data to locations within and outside Malaysia. Please be assured that your personal and company data will not be knowingly transferred to any place outside of Malaysia or be knowingly disclosed to any third party.

B. <u>Safety of Personal Data</u>

All reasonable efforts and practical steps are made to ensure that any Personal and Company Data held by FMM are kept up-to-date and protected against any loss, misuse, modification, unauthorised or accidental access or disclosure, alteration or destruction.

C. <u>Links</u>

Our website may contain links to other sites and pages. By activating a link, such as for example clicking on the banner of an advertiser, you leave our website and FMM does not exercise control over your personal and company data or any other information which you may have given to any other entity after you have left our website.

D. <u>Right of Access to Personal Data</u>

- 1. Under the Act, you have the right of access to your personal and company data held by FMM and to request correction of the personal and company data that is inaccurate, incomplete, misleading or not up-to-date.
- 2. If you have any questions regarding FMM's Personal Data and Privacy Policy or if you wish to request access to your personal and company data or if you wish to correct your data or if you wish to withdraw your consent to FMM for the transfer of your data to third parties stated in A(3), you may send your request in writing to the following address:

Federation of Malaysian Manufacturers Wisma FMM, No 3, Persiaran Dagang, PJU 9 Bandar Sri Damansara 52200 Kuala Lumpur

Attention: Membership Division Email: membership@fmm.org.my
