

PERSONAL DATA PROTECTION NOTICE

With reference to the Personal Data Protection Act 2010 (hereinafter referred to as 'the Act') that was enforced on 15th November 2013, Shuang Hor Enterprise (M) Sdn Bhd (hereinafter referred to as "Shuang Hor", "our", "us" or "we") is ensuring that we are compliant with this Act. Pursuant to the requirements of the Act, we are now issuing this Notice to all our Independent Distributors detailing the management of your personal data that was previously collected.

1. EXISTING PERSONAL DATA

We will process your personal data as listed, but not limited to, below, which has been provided by you to us for the furtherance of your direct selling transactions.

- Name, Job details (designation, company) etc
- Age, sex, date of birth, MyCard number, etc
- Race, nationality, etc
- Contact information, address, phone number, email address, etc
- Marital status, family details (children and spouse's details)
- Photographs given to us/or taken at official company functions, etc
- Bank account information

(collectively hereinafter referred to as 'the personal data')

2. USAGE OF DATA

We will use and/or process the personal data for, amongst others, the following reasons.

- Inform you of new promotions
- Disbursement of Commissions earned.
- Air ticket, local and overseas hotel booking, etc

3. DISCLOSURE OF YOUR PERSONAL DATA

We will keep your personal data confidential and will not be disclosed for any purpose other than the purpose for which the personal data was collected at the time of collection. However, on certain circumstances, your personal data may be disclosed to any other parties as stated or required by the Act.

4. SECURITY

We shall keep and process your personal data in a secure manner, where practicable, in accordance with the applicable laws and regulations to prevent the unauthorized or unlawful processing of your personal data including loss, misuse, modification, unauthorized or accidental access or disclosure, alteration or destruction.

5. RETENTION OF DATA

The personal data processed shall not be kept longer than is necessary after termination of contract/agreement between yourself and us. We shall take all reasonable steps to ensure that all personal data is destroyed or permanently deleted if it is no longer required for the purpose for which it was to be processed.

6. ACCESS AND CORRECTION TO YOUR PERSONAL DATA

If you would like to access, make any enquiries or change your personal data, you may contact Mr Koh Lee Yak, Head of Customer Service Centre, No. 54, Jalan Tago 2, Taman Perindustrian Tago, Sri Damansara, 52200 Kuala Lumpur, Malaysia, Tel: 603-6275 8818 (Ext. 1101) from 9:00am-5:00pm. Request to access or correct the personal data may be subject to a fee.