

PERSONAL DATA PROTECTION NOTICE

This Personal Data Notice (“Notice”) describes how Tan Hee Soon Wong & Partners (a partnership incorporated under the laws of Malaysia with its business at No.14-2 (2nd Floor), Jalan Harimau, Century Garden, 80250 Johor Bahru, Johor Darul Takzim and also No.31-3, (2nd Floor), PJU 5/10, Dataran Sunway, Kota Damansara, 47810 Petaling Jaya Selangor Darul Ehsan) uses your Personal Data.

By engaging Tan Hee Soon Wong & Partners [*previously known as Tan Hee Soon & Co*] (hereafter referred as “THSW&P”) to provide services or by interacting with “THSW&P” either at our events, conferences, seminar, talks or otherwise, or by using the “THSW&P” website www.ourlawyer.com.my (“Website”), you consent to the processing of your Personal Data by “THSW&P” and all persons involved in the provision of services by “THSW&P”.

In the event of any conflict between the English and other language version, the English version shall prevail. “THSW&P” shall have the right to modify, update or amend the terms of this Notice at any time by placing the updated Notice on the Website. By continuing to communicate with “THSW&P” or by continuing to use “THSW&P’s” services following the modifications, updates or amendments to this Notice shall signify your acceptance of such modifications, updates or amendments.

COLLECTION OF PERSONAL DATA

1. “Personal Data” means information about you which you have provided to Tan Hee Soon Wong & Partners, such as your name, address, telephone number, NRIC, email address, your personal preferences, particular of your spouse or family members and bank account information and any information which may identify you, your spouse or family members that has been or may be collected, stored, used and processed by “THSW&P” from time to time.
2. In addition to the Personal Data you provide to “THSW&P” directly (i.e. during your communications with “THSW&P” and/or when you engage “THSW&P” to provide services), “THSW&P” may also collect your Personal Data from a variety of sources, including limitation at any events, conferences, seminars or talks organized our company.
3. The provision of your Personal Data is voluntary. However, if you do not provide your Personal Data “THSW&P” may not to (i) communicate with you; (ii) provide you the services you require.

PURPOSES OF PROCESSING

4. Our Company may use and process your Personal Data for the purpose relating to the services you have requested and for the business activities of Our Company which shall include, without limitation:-
 - (a) To communicate with you;
 - (b) To respond to questions and comments from you;
 - (c) For internal administrative purposes;
 - (d) To provide information to regulatory and governmental authorities in order to comply with statutory and government requirements;
 - (e) For “THSW&P” to comply with its obligations under law.

and you agree and consent to “THSW&P” using and processing your Personal Data in the manner as identified in this notice.

TRANSFER OF PERSONAL DATA

5. As “THSW&P”’s information technology storage facilities and servers may be located in other jurisdictions, your Personal Data may be transferred to, stored, used and processed in a jurisdiction other than Malaysia. Further, your Personal Data transferred out of Malaysia for the purposes as described in Section 7 (c) where such ranking legal publications and journals and/or potential clients are located outside of Malaysia. You understand and consent to the transfer of your Personal Data out of Malaysia as described herein.

DISCLOSURE DATA TO THIRD PARTIES

6. “THSW&P” may engage other companies, service providers or individuals to perform function on “THSW&P” behalf, and consequently may provide access or disclose to your Personal Data to the Third Parties such as those listed below (not exhaustive):-
 - (a) Information technology (IT) services providers;
 - (b) Data entry service providers;
 - (c) Storage facility providers;
 - (d) Banks and financial institutions;
 - (e) Insurance providers;
 - (f) Any professional advisors and external auditors;
 - (g) Regulatory and governmental authorities in order to comply with statutory and government requirements.

OTHER PURPOSES

7. “THSW&P” may also use and process your data for other purposes such as:-
- (a) To send you materials such as newsletter, articles, write-ups as well as other updates;
 - (b) To distribute information or details of events, seminars, conferences and talks which may of interest to you;
 - (c) To send as potential referees to (i) editors/researches in ranking legal publications and journals; (ii) potential clients who request for referees of past work in Requests for Proposals, tenders, submissions

by way of email or mail.

8. If you do not consent to “THSW&P” processing your Personal Data for the purposes listed in Section 7, please notify “THSW&P” using the contact details stated in Section 9 below.

ACCESS & CORRECTION REQUEST AND INQUIRIES

9. Subject to any exceptions under applicable laws, you may at any time hereafter request for access to, or for correction or rectification of your Personal Data or limit the processing of your Personal Data, or seek further information from “THSW&P” by contacting:-
- (i) Tan Hee Soon Wong & Partners (HQ)
No.14-2, (2nd Floor),
Jalan Harimau Century Garden,
80250 Johor Bahru
Tel: 07-335 2668/335 7668 Fax: 07-335 2669
Email: tan@ourlawyer.com.my
 - (ii) Tan Hee Soon Wong & Partners (Petaling Jaya Branch)
No.31-3, (2nd Floor), PJU 5/10,
Dataran Sunway, Kota Damansara,
47810 Petaling Jaya, Selangor
Tel: 03-6140 6966 Fax: 03-6140 7376
Email: wong@ourlawyer.com.my

10. In respect of your right to access and/or correct your Personal Data, “THSW&P” has the right to refuse the your requests to access and/or make any correction to your Personal Data for the reasons permitted under law, such as where the expense of providing access to you is disproportionate to the risks to your privacy.