

PERSONAL DATA PROTECTION NOTICE

This Personal Data Protection Notice (“**Notice**”) is issued by Malaysian Takaful Association to comply with the requirements of the Personal Data Protection Act 2010 (“**PDPA**”). Please be informed that Malaysian Takaful Association has the right to amend or update this Notice at any time without giving any prior notice in order to maintain our compliance with applicable law and regulation or following an update to our internal practices.

1. Malaysian Takaful Association

Malaysian Takaful Association is a statutory association for all licensed Takaful member companies in Malaysia which is established with the main objective of promoting the interest of Takaful in Malaysia and fostering cooperation among the Takaful member companies. Hereinafter, Malaysian Takaful Association and Takaful member companies are collectively known as “MTA”. For the purpose of this Notice, MTA will also be referred to as “Us”, “We”, or “Our”.

2. Collection of Personal Data

MTA may collect your Personal Data (“**Personal Data**”) that we believe to be relevant for the current and future requirements. The Personal Data provided is included but not limited to:

- (a) Full name;
- (b) National registration identity card number (NRIC no.);
- (c) Passport number;
- (d) Gender;
- (e) Religion;
- (f) Race;
- (g) Company name;
- (h) Designation;
- (i) Employment details;
- (j) Qualification details;
- (k) Contact number;
- (l) Email address;
- (m) All other information collected and/or provided during registration;
- (n) All other information collected and/or provided to MTA in the future to fulfil the purpose of Clause 3.

3. Purposes of Collecting Personal Data

This Notice is to inform you how we collect, apply, use, process and disclose your Personal Data as required for the following purposes:

- (a) Processing and verifying the information provided;
- (b) Conducting examination and maintaining proper administration and record keeping of any activities;
- (c) Providing relevant services including but not limited to invitation to training programmes, events and/or any other activities required by MTA from time to time;
- (d) Carrying out research and analysis;
- (e) Update the accuracy of reports;
- (f) Maintaining a good Corporate Governance of MTA;
- (g) Responding to any queries and/or complaint address by Takaful member companies, regulatory or other authority;
- (h) Monitoring and improving services provided;
- (i) Carrying out financial administration purposed including but not limited to billing, payment and debt collection or recovery;
- (j) Carrying out prevention and/or investigation of complaints, authenticity, crime which included but not limited to fraud, money-laundering and corruption;
- (k) Announcement of new services, information, amendment and/or progress of services;
- (l) Promotion purposes in various format including without limited to any type of media, presentation deck and publication (unless expressly instructed to cease by you);
- (m) Meeting the legal and regulatory requirements;
- (n) Any other relevant purposes that deems required by MTA.

4. Requirement to provide Personal Data

All information requested in the related forms is compulsory to be provided by you unless stated otherwise. Should you fail to provide the required information or revoke your consent, MTA shall not be able to process your application, request and/or to supply related services to you.

5. Source of Personal Data

The main source of your personal data will be provided by you. However, MTA also may get the information from other sources included but not limited to:

- (a) Information provided during registration;
- (b) Verbal communication and/or written with MTA;
- (c) Third party included but not limited with employer and/or MTA's member companies;
- (d) Other related sources.

6. Disclosure and Use of Personal Data

MTA will ensure that your Personal Data is handled with confidentiality, security and integrity. However, MTA may appoint a third party to operate certain services on behalf of MTA only and not for third party's purposes. Hence, under this condition, you hereby agree for MTA to disclose your personal data to that third party, within Malaysia including but not limited to:

- (a) System maintenance service provider;
- (b) Examination centre;
- (c) Bank and financial institution;
- (d) Law firm on behalf of MTA;
- (e) Statutory body, regulatory body and/or government authority;
- (f) Any other party deemed necessary by MTA

7. Retention of Personal Data

Your personal data will not be kept longer than statutorily necessary or for the purpose for which it was collected. However, Personal Data can be retained for a longer period of time if such retention is necessary for the following purposes:

- (a) Legal proceedings or a regulatory or similar investigation or obligation to produce the said information;
- (b) A crime or misconduct is suspected or detected;
- (c) Information is relevant to MTA in relation to operational matter;
- (d) Information is considered to be of potential historical importance including but not limited to the purposes described above;
- (e) The information is required by the law;
- (f) There is an obligation under the law to report, disclose or verify the data;
- (g) There is an establish sufficient grounds to retain the data;
- (h) It is required by regulators (e.g BNM) to retain the data.

8. Rights of Personal Data

To request for access and/or make a correction/deletion to your Personal Data you may contact MTA by email (tbeadmin@malaysiantakaful.com.my) or contact us at 03-22761294. Please take note that the restriction of processing the personal data will result to the withdrawal of the consent. Hence, MTA unable to provide the services.

9. Declaration and Authorisation

By proceeding with the registration and/or providing any Personal Data to MTA, you consent to its use by MTA in accordance with this Personal Data Protection Notice.

10. Authorisation to receive communication from MTA

MTA may from time to time communicate to you by announcements, special offers, promotions, information and updates of MTA's services. You may choose not to receive these communications by contacting MTA using email (tbeadmin@malaysiantakaful.com.my) or contact us at 03-22761294.