

PERSONAL DATA PROTECTION ACT (PDPA)

Dear Our Valued Customers/Suppliers/Business Partners/Consultants,

Re: Personal Data Protection Guidelines - Personal Information - Notice and Consent

TRENDware Sdn Bhd (585951-D) for the avoidance of doubt (hereinafter referred as "We", "Us", "Our") are committed to maintain the confidentiality, security and integrity of the personal data supplied by you. This Guidelines aims to highlight the manner we deal with the personal data and the choices available to you to access or limit our access to the personal data.

Types of personal data collected and processed by us

When we provide our services to you, we may collect the following personal data provided by you:-

- Name
- Company Name
- Company Registration Number
- Address
- Personal Contact Number
- Email Address

In order for you to enjoy the full benefits of our services, we may require you to provide us with the above data.

We may from time to time request for certain other personal data that may be relevant to provide our services.

You have the choice, at any time, not to provide your personal data or to revoke your consent to Trendware Sdn Bhd processing and use of your personal data in accordance with this Guidelines. However, should you decline to provide your personal data or withdraw your consent for us to process your personal data, we may not be able to provide you with the full benefit of our programme and services.

How we use your personal data

We collect personal data for the following purposes:

- o assessing your requirements for services;
- o fulfil our contractual obligations towards you;
- o responding to enquiries made;
- o research purposes including historical and statistical purposes;
- o by us relating to you from time matching any data held to time;
- o to enable us to monitor, review and improve the products and services which we offer;
- o for assessment and analysis of our market, customers, products and services, including asking you for your opinions on our products and services and carrying out customer surveys;
- o provide you with regular communications (including marketing communication in relation to our services) from us;
- o investigation of complaints, suspected suspicious transactions and research for service or goods improvement;
- o responding to your queries or data access requests and facilitating our daily operation;
- o to comply with and/or authorised by legal or regulatory requirements;
- o record keeping and updating customers' records;
- o to manage risk; and
- o for such other purposes which you have consented.

The personal data collected will be retained by us for the duration permitted/required under Malaysian law, which may extend to periods after termination of your contractual relationship with us.

Security

We maintain the security of personal data as follows:

- Adequate security control systems with a combination of physical and electronic access controls, firewall technology and other reasonable security measures are in place to safeguard the confidentiality and security of your personal data;
- Access to your personal data by our staff is strictly on a need-to-know basis; Ensure that our third party service providers, agents or contractors observe and practise a similar standard of security. We strongly suggest that you only connect from a secured network. Avoid connecting from networks with unknown or uncertain security characteristics.

No personally identifiable information is gathered during the browsing of Trendware Website except for information given by you via e-mails.

Cookies

We collect information about your visit of our websites from cookies. Cookies are packets of information stored in your computer which assist your website navigation by customizing site information tailored to your needs. Cookies do not identify the individual user, just the computer used. You are not obliged to accept cookies. If you are concerned, you can set your computer either to accept all cookies, to notify you when a cookie is issued, or not to receive cookies at any time. However, rejection of cookies may affect your use of our websites as we will be unable to personalize aspects of your use of the website.

Trendware Website uses only 'non-persistent cookies' or 'per-session cookies' which serves technical purposes like switching the languages of the Website. These cookies do not permanently record data and they are not stored on your computer's hard drive. Once you close your browser, the cookie is deleted.

When you visit our web site(s), we will record your visit only and will not collect any personally identifiable information (i.e. information that is about you and identifies you) from you unless otherwise stated. Cookies used (if any) in any part of our web site will not be deployed for collecting personally identifiable information. For your information, Cookies are small computer files that can be stored in web surfers' computers for the purposes of obtaining configuration information and analyzing web surfers' viewing habits. They can save you from registering again when re-visiting a web site and are commonly used to track your preferences in relation to the subject matter of the web site. You may refuse to accept Cookies (by modifying the relevant Internet options or browsing preferences of your computer system), but to do so you may not be able to utilize or activate certain available functions in our web sites.

This Personal Data Protection Guidelines applies solely only to our site and you should be aware that other sites linked by the website may have different personal data protection policies applicable to it. To determine how they deal with your personal information, you should ensure that you read their respective personal data protection policies.

Disclosure of your personal data

We may disclose your personal data to:-

- our third party service providers, agents or contractors who work with us whether in or outside Malaysia, to provide services to you;
- members of Trendware Sdn Bhd;
- any actual or proposed assignee, transferee, participant or sub-participant of our rights or business;
- any person to whom we are under an obligation to make disclosure under the requirements of any law, rules, regulations, court order, codes of practice or guidelines binding on us including, without limitation, any applicable regulators, governmental bodies, or industry recognised bodies, and where otherwise required by law; and
- our auditors, lawyers, consultants and other advisors.

Rights and choices

We welcome all feedbacks/inquiries. If you would like to make any inquiries, complaint, request access or correction of your personal data, please contact us at:-

Data Protection Officer : Catherine Wong
Email to : cat@trendware.com.my

Any request for access or correction of personal data may be subject to a fee and also to this Guidelines or existing data protection laws.

However, we reserve the right to decline to process requests which jeopardize the security and privacy of the personal data of others as well as requests which are impractical or not made in good faith.

Where you elect to limit our right to process the personal data, the limitation does not include processing of mandatory personal data.

Further Amendments

We will from time to time, post amendments to this Guidelines on our website and if you continue to use our services, you shall be deemed to accept such amendments.

Dated: 1 Dec 2018

Version: 1.0