

YAYASAN HASANAH



A foundation of Khazanah Nasional

YAYASAN HASANAH PERSONAL DATA PROTECTION POLICY

YH/PPP/401rev0

1. OBJECTIVE

The objectives of this Personal Data Protection Policy are:

- 1.1 to set standards of conduct in respect of personal data that are expected of a particular class of Data Users (as defined in Part 2), namely individual and class licensees under the Communications and Multimedia Act 1998;
- 1.2 to serve as a guide to Yayasan Hasanah (YH) in order to ensure that the processing of personal data does not infringe a Data Subject's (as defined in Part 2) rights under the PDPA 2010; and
- 1.3 to provide guideline to YH to set effective standards and measures in relation to the processing of a Data Subject's personal data.

2. SCOPE

This Policy shall apply to the following relationships in which YH process the personal data of individuals:

- 2.1 relationship between Data User (YH) and Individuals.
- 2.2 relationship between Data User (YH) and Third-Party Service Provider this Policy shall apply to the relationship between Data Users and third-party service providers ("data processors"); and
- 2.3 relationship between the Data User (YH) and Personnel.

3. INTERPRETATION

3.1 In this Personal Data Protection policy:

Code of Practice	the personal data protection code of practice in respect of the licensees under the Communications and Multimedia Act 1998, as registered by the Commissioner pursuant to section 23 of the Act;
Collect/collected	In relation to personal data, an act by which personal data enters into or comes under the control of Data User
Data Users	Whether class or individual, under Communications and Multimedia Act 1998 who either jointly or in common with other persons processes any personal data or has control over or authorized the processing of any personal data, and for the purpose of this policy
Data Subjects	An individual who is the subject of personal data and for the purposes of this policy
Data Processors	Any person, other than an employee of the Data User, who processes the personal data solely on behalf of the Data User, and does not process the personal data for any of his own purposes.
Personal Data	any information in respect of commercial transactions, which – (a) is being processed wholly or partly by means of equipment operating automatically in response to instructions given for that purpose; (b) is recorded with the intention that it should wholly or partly be processed by means of such equipment; or (c) is recorded as part of a relevant filing system or with the intention that it should form part of a relevant filing system, that relates directly or indirectly to a Data Subject, who is identified or identifiable from that information or from that and other information in the possession of a Data User, including any sensitive personal data and expression of opinion about the Data Subject, but does not include any information that is processed for the purpose of a credit reporting business carried on by a credit reporting agency under the Credit Reporting Agencies Act 2010
Processing/Process	in relation to personal data, means collecting, recording, holding or storing the personal data or carrying out any operation or set of operations on the personal data, including: (a) the organization, adaptation or alteration of personal data; (b) the retrieval, consultation or use of personal data; (c) the disclosure of personal data by transmission, transfer, dissemination or otherwise making available; or (d) the alignment, combination, correction, erasure or destruction of personal data;
Privacy Notice	the notice in writing that a Data User is required to provide to a Data Subject in compliance with section 7 of the Act, as may be amended by the said Data User from time to time;
Sensitive personal data	any personal data consisting of information as to the physical or mental health or condition of a Data Subject, his political opinions,

	his religious beliefs or other beliefs of a similar nature, the commission or alleged commission by him of any offence;
The Act	the Personal Data Protection Act 2010 and includes all modifications and amendments thereto and the accompanying regulations; and
Third Party	any person other than: (a) a Data Subject; (b) a relevant person in relation to a Data Subject; (c) a Data User; (d) a data processor; or (e) a person authorized in writing by the Data User to process the personal data under the direct control of the Data User

3.2 Any reference to the provision of personal data protection in this document shall not be limited to the provision of this personal data protection to YH, stakeholders and public only.

4. PERSONAL DATA PROTECTION FRAMEWORK

4.1 YH Personal Data Protection (PDP) framework will be as follows:

a. Collection of Personal Data

YH treat and view personal data seriously, In the course of the dealings with YH, YH will request that all staff and stakeholders or public to provide data and information (“Personal Data”) to enable YH to enter into transaction with all staff and stakeholders or public or to deliver the necessary notices, services and/or products.

b. Nature of Personal Data

Such Personal Data may be subject to applicable data protection, privacy and other similar laws and may include information concerning name, age, identity card number, passport number, address, gender, date of birth, marital status, occupation, contact information, email address, race, ethnic origin and nationality.

c. Impact from failure to supply Personal Data

The failure to supply such Personal Data will result in YH being unable to:

- i. Provides stakeholders and public with the notices, services and/or products requested; and
- ii. updates stakeholders and public on YH latest products, services and promotions.

4.2 7 Principles of Personal Data Protection

YH as the Data users shall comply with seven (7) personal data protection principles:

4.2.1 Purpose of Collecting Personal Data/General

The Personal Data is collected, used and otherwise processed by YH for, amongst others, the following purposes:

- i. delivering notices, services, products, updates materials to stakeholders and public;
- ii. maintaining and improving customer relationship;
- iii. maintaining and updating internal record keeping; and
- iv. meeting any legal or regulatory requirements and making disclosure under the requirements of any applicable law, regulation, direction, court order, by-law, guideline, circular, code applicable to YH.

4.2.2 Notice and Choice

YH shall ensure Data subjects must be kept informed through written notice so as to the type of data being processed, the purpose for processing it, the option to request access to that data and make any amendments, and the choices and means through which the data subject wishes to limit processing of all such personal data.

4.2.3 Disclosure

The Personal Data provided to YH will generally be kept confidential with stakeholders and public consent and authorize us to provide or disclose your Personal Data to the following categories:

- i. any person to whom we are compelled or required to do so under law;
- ii. statutory authorities, government agencies and industry regulators;
- iii. consultants, accountants, auditors, lawyers or other financial or professional advisers; and
- iv. service providers for purposes of establishing and maintaining a common database where YH have a legitimate common interest.

4.2.4 Security and Safeguards

YH shall keep and process stakeholders and public data in a secure manner and endeavors, where practicable, to implement the appropriate administrative and security safeguards and procedures in accordance with the applicable laws and regulations to prevent the unauthorized or unlawful processing of the Personal Data and the accidental loss or destruction of, or damage to, the Personal Data.

4.2.5 Retention

YH shall ensure personal data may not be stored for a duration longer than the one necessary for fulfilment of the purpose. The retention of personal data will be subject to any changes and amendments on the period to be stored.

4.2.6 Data Integrity

YH shall take the appropriate steps to ensure that all personal data that be collected by YH is up to date, accurate, complete and not misleading and misrepresentation.

4.2.7 Rights of Access and Correction

The stakeholders and public have the right to request for access to and correction of stakeholders and public information held by YH and in this respect, the stakeholders and public may:

- i. check whether YH hold or use stakeholders and public Personal Data and request access to such data;
- ii. request that YH correct any of stakeholders and public Personal Data that is inaccurate, incomplete or out-of-date;
- iii. request that stakeholders and public Personal Data is retained by YH only as long as necessary for the fulfilment of the purposes for which it was collected;
- iv. request that YH specify or explain the policies and procedures in relation to data and types of Personal Data handled by YH;
- v. communicate to YH any objection to the use of the stakeholders and public Personal Data for marketing purposes whereupon YH will not use stakeholders and public Personal Data for these purposes; and
- vi. withdraw, in full or in part, stakeholders and public consent given previously, in each case subject to any applicable legal restrictions, contractual conditions and a reasonable time period.
- vii. Data Protection Officer(s)/Committee

Legal unit or Committee or other Department that deemed fits will be in charge to oversee YH compliance with the PDPA. Other employees within the company may be delegated to act on behalf of the Data Protection Officer or to take responsibility for the day-to-day collection and processing of Personal Data. The Data Protection Officer may be contacted at:

Data Protection Officer
Yayasan Hasanah, Legal & Secretarial
Level 2, Block A, Dataran PHB,
Saujana Resort, Seksyen U2,
40150 Shah Alam, Selangor
Email: yhpdpa@hasanah.org.my
Contact No: +603 5870 4360
www.yayasanhasanah.org

5. PUBLICATION OF THE POLICY

The YH Personal data protection shall be communicated within YH, Stakeholders and Public.

6. PERIODIC REVIEW

- 6.1 The YH Personal data protection shall conduct a comprehensive review of this policy at a minimum of every two (2) years from the last review date or as required.
- 6.2 Any amendment(s) proposed must be approved by the Board.

7. REFERENCES

- i. Malaysia Personal Data Protection Act 2010
- ii. Malaysia Personal Data Protection Code of Practice under the Communications and Multimedia Act 1998

Appendix 1 (Personal Data Access Request Form)

SECTION 1: TO BE FILLED IN BY DATA SUBJECT	
Full Name (as per NRIC):	
NRIC: (attach copy)	
Contact Number:	
Email address:	
I, hereby certify that the information given in this form and any documents submitted are true and accurate.	
Signature: Date:	

SECTION 2: TO BE FILLED IN BY RELEVANT PERSON (if the request is made on behalf of data subject)	
A: Particular of Data Subject	
Full Name (as per NRIC):	
NRIC (attach copy):	
B. Particular of Relevant Person	
Full Name (as per NRIC):	
NRIC: (attach copy)	
Contact Number:	
Email address:	
Relationship with data subject:	
I, hereby certify that the information given in this form and any documents submitted are true and accurate.	
I, hereby agreed that you may contact the Data Subject to verify my identity.	
Signature: Date:	

SECTION 3: ACCESS OF PERSONAL DATA
Please provide a description of the personal data to be accessed