# Kerjaya Prospek Group's Personal Data and Privacy Policy

Kerjaya Prospek Group ("Kerjaya Prospek") views and treats your Personal Data seriously.

We have therefore developed a Privacy Policy that guides how Kerjaya Prospek collect, process, use, disclose, transfer and store your Personal Data. Kindly study this Policy and understand your rights on the matter.

### **Collection and Use of Personal Data**

Your Personal Data is information that relates directly or indirectly to you, who is identified or identifiable from that information or from that and other information.

During the course of your transaction and dealings with Kerjaya Prospek, you may be requested to furnish your Personal Data from time to time. Kerjaya Prospek and their third party service providers may share the Personal Data with each other and use it consistent with this Privacy Policy. They may also combine it with other information to provide and improve Kerjaya Prospek's products and services.

## Personal Data that Kerjaya Prospek may collect

When you transact with Kerjaya Prospek, we may collect a variety of your Personal Data, which may include your:-

- 1. Title:
- 2. Name:
- 3. Nationality;
- 4. Race:
- 5. Gender:
- 6. Marital Status;
- 7. Occupation;
- 8. Current House Status;
- 9. Income (per month);
- 10. Residential Address;
- 11. Contact Preference;
- 12. Contact number;
- 13. E-mail address; and
- 14. Related of registration upcoming project.

The list of personal data stated above is not exhaustive and may include other personal data depending on the nature of dealings or transaction.

#### How Kerjaya Prospek uses your Personal Data

Your Personal Data that Kerjaya Prospek collect allows us to process the necessary transaction in relation to the relevant matter.

Your Personal Data that Kerjaya Prospek collect allows us to keep you posted on Kerjaya Prospek's latest product announcements and upcoming events. It also helps Kerjaya Prospek to improve on its products and services. If you do not wish to be on our mailing list, please let Kerjaya Prospek know in writing.

From time to time, Kerjaya Prospek may use your Personal Data to send important notices, emails, letters or sms, like communications about purchases and changes to Kerjaya Prospek's terms, conditions, and policies. As such information is crucial to your custom with Kerjaya Prospek, you are advised not to opt out of receiving such communications.

Kerjaya Prospek may also use your Personal Data for internal purposes such as auditing, data analysis, and research to improve KERJAYA PROSPEK' products, services and customer communications.

Kerjaya Prospek may also share your Personal Data with third party providers that provide services such as information processing, extending credit, fulfilling customer orders, delivering products to you, managing and enhancing customer data, providing customer service, assessing your interest in Kerjaya Prospek products and services and conducting customer research or satisfaction surveys.

### **Protection of Personal Data**

Kerjaya Prospek takes the necessary precautions, both administrative and technical to safeguard your Personal Data against loss, theft, misuse and unauthorized access, disclosure, usage, alternation or destruction.

# **Retention of Personal Data and Access**

Kerjaya Prospek shall endeavour to make it easy for you to keep your information accurate, complete and up to date. We will retain your personal data for the period necessary to fulfill the many different purposes outlined in this Privacy Policy unless a longer retention period is permitted or required by law.

You can help ensure that your contact information and preferences are accurate, complete, and up to date by contacting Kerjaya Prospek at [state number]. For other personal information, we make good faith efforts to provide you with access so you can request that we correct the data if it is inaccurate or delete the data if Kerjaya Prospek is not required to retain it by law or for legitimate business purposes.

We may decline to process requests that are unreasonably repetitive, require disproportionate technical effort, jeopardize the privacy of others, are extremely impractical, or for which access is not otherwise required by local law.

Kerjaya Prospek reserves the right to update and amend this policy from time to time. Any material changes will be posted on our website with the updated Privacy Policy.