

PERSONAL DATA PROTECTION NOTICE

This Personal Data Protection Notice (“Notice”) sets out how **Event Works Sdn Bhd** (“the Company”) collects, uses and protects your Personal Data which you have provided to the Company. By engaging us to provide our services or during any communication with the Company or by accessing the Company’s website www.eventworkskl.com (“Website”), you hereby consent to the processing of your Personal Data by the Company and all the persons employed by the Company in the provision of the services and management of the Website.

1. PERSONAL DATA

- 1.1 The “Personal Data” that you provide or have provided to the Company includes your name, contact details, address, email address, NRIC number or passport number, bank account information, particulars of your spouse or family members and any information which relates directly or indirectly to you, from which you may be identified or may be identifiable from that information, which is collected, recorded, held or stored by the Company.
- 1.2 In addition to the Personal Data that you provide to the Company directly (whether when engaging us to provide our services or during any communication with the Company), the Company may also collect your Personal Data from various other sources, including without limitation, from online search tools, information obtained from third parties through referral or lawful sources, or at events organized or participated by the Company.

2. PURPOSE OF PROCESSING OF PERSONAL DATA

- 2.1 You hereby agree and consent to the Company using and processing your Personal Data provided to the Company, in the manner and for the purposes as described below:
- (1) for the purposes of the services that you have requested from the Company;
 - (2) for preparing any document or instrument which may be required for the purposes set out in sub-paragraph (1) above and such other ancillary work in connection with sub-paragraph (1) above, including but not limited to, preparing the necessary jobs/projects assignment, contract or agreement or instrument to which you are a party;
 - (3) to provide such necessary information to any regulatory or governmental authorities in order to comply with statutory or governmental requirements;
 - (4) for the Company’s internal administrative purposes;
 - (5) for the Company to communicate with you; and
 - (6) for the Company to comply with its obligations under law or any regulations imposed by regulatory or governmental authorities.
- 2.2 It is voluntary for you to supply your Personal Data to the Company. However, if you do not wish to provide your Personal Data, the Company may not be able to:
- (1) provide you the services that you require; or
 - (2) communicate effectively with you; or
 - (3) engage you in the jobs/projects assignment.

2.3 The Company may also use and process your Personal Data for other purposes such as:

- (1) to send you materials such as newsletters or articles; and
 - (2) to distribution details of events which the Company will be organizing;
- if any, by way of email or mail.

If you do not agree or consent to the Company processing your Personal Data for the purposes set out in this paragraph 2.3, please notify the Company by contacting the Company via the contact details set out in paragraph 6.1 below.

3. DISCLOSURE OF PERSONAL DATA

3.1 Your Personal Data provided to the Company or obtained by the Company shall be kept confidential by the Company. However, it may be necessary for the Company to engage third party companies, service providers or individuals to perform certain services on the Company's behalf. In such event, the Company may disclose and transfer your Personal Data to the third parties, including without limitation, as follows:

- (1) banks and financial institutions;
- (2) insurance providers;
- (3) storage facility providers; and
- (4) external advisors and other professional advisors, such as auditors.

3.2 The Company shall also disclose and transfer the information to any statutory bodies, regulatory bodies and/or governmental authorities where required.

4. EMAIL AND WEBSITE

4.1 Any Personal Data contained in the emails and 'Hello' messages sent via the Company's Website to the Company shall be used and processed in the manner set out in this Notice. The content of the messages shall be strictly monitored by the Company.

4.2 If you do not wish for your Personal Data to be collected via cookies on the Website, please configure your internet browser to delete or deactivate cookies.

4.3 The Company's Website may contain links to other sites and pages. The Company shall not be responsible for any Personal Data or information that you may provide to other entity via the links.

5. RETENTION OF PERSONAL DATA

Any Personal Data provided by you to the Company shall be retained by the Company for as long as the fulfillment of the purposes stated in paragraph 2.1 above is required, or if such retention is necessary pursuant to any legal, regulatory or accounting requirements.

6. REQUEST FOR ACCESS AND INQUIRIES

- 6.1 You may at any time hereafter request for access to, or request for rectification or correction of your Personal Data, or limit the processing of your Personal Data by the Company, as the case may be, however subject to the exceptions and restrictions as may be contained under the applicable law. If you wish to do so, please contact:

**Personal Data Protection Team
Event Works Sdn Bhd
222, Block A, 2nd Floor,
Lobby 5, Damansara Intan,
No.1, Jalan SS20/27,
47400 Petaling Jaya,
Selangor**

**Tel : +603-7732 8853
Email: hello@eventworkskl.com**

You may also contact the Company via the above contact details if you have any inquiries or complaints in respect of your Personal Data provided to the Company.

- 6.2 Please note that the Company has the right to refuse your request to access and/or make any correction to your Personal Data to the extent permitted under the applicable law.

7. AMENDMENT TO NOTICE

The Company reserves the right to amend or modify this Notice from time to time without prior notice to you.