

### **Personal Data Protection Act (PDPA 2010)**

At Techno Secure Print (TSP), we are committed to protecting your privacy as our valued customers and pledge to comply with the Personal Data Protection Act ("PDPA") 2010. Please note that any personal information ("Personal Data") in respect of commercial transactions that relates directly or indirectly to you as an individual, that had been collected, processed and retained by Techno Secure Print (TSP) is protected under our Privacy Policy, formulated in pursuant to the PDPA 2010.

Please refer to our Privacy Policy at [www.technosecureprint.com](http://www.technosecureprint.com) to understand how we do this and feel free to reach us at [info@techosecureprint.com](mailto:info@techosecureprint.com) should you have any additional enquiries.

IMPORTANT: By submitting this form, you give your consent that all personal information that you submit may be processed by Techno Secure Print (TSP) in the manner and for the purposes described in the said Privacy Policy. I hereby certify that all of the information that I have given in this electronic form is true and accurate and that I have read, understood and agreed.

## **POLICY IN ACCORDANCE WITH PERSONAL DATA PROTECTION ACT (“PDPA”) 2010**

Techno Secure Print (TSP) Sdn. Bhd. (“Techno Secure Print (TSP)”) values your privacy and strives to protect your personal information in compliance with the laws of PDPA. This Privacy Policy highlights the manner in which your personal data are collected, processed and disclosed in respect of commercial transactions.

### **1. What kind of Personal Information collected (collectively hereinafter referred to as “Personal Data”) and how it was collected**

In order to enable us to process your commercial transactions, we may need to and/or may be required to collect, record, hold, use, disclose and store (i.e. “process”) personal information about you, including but not limited to, during the process of registration to become a subscriber to Techno Secure Print (TSP) services. The following are the Personal Data collected from the Data Subject such as:

- Company Name
- Name, NRIC, designation and department
- Contact details including work phone number, mobile number, email address and mailing address.

### **2. How we use your Personal Data or process them for the following purposes:**

- To facilitate the provisioning of e-Government Services and B2B Services to fulfil label transactions;
- For the maintenance of Customer Database and Customer Service Related processes;
- For administrative purposes and to update, consolidate and improve accuracy of our records;
- For contact purposes;
- To respond to your enquiries and to generally resolve any complaints;
- General operation provided by Techno Secure Print (TSP)
- To provide you with regular communications or announcements relating to the services provided by Techno Secure Print (TSP); and
- Investigating complaints and suspected suspicious transactions with relevant Regulated Authorities.

These information are necessary to us. If you do not provide all the information as requested during Registration Process, we will not be able to accomplish the above

purposes. Any failure to provide such personal data may have effects on our provision of the products/services to your organisation and we are not liable for any loss, damage or any other liability resulting directly or indirectly from such effects.

### **3. Disclosure of your information**

We may disclose the Personal Data to the following parties for the purposes stated below:

- Any person who is under a duty of confidentiality who has undertaken to keep such data confidential.

We may disclose the Personal Data if required to do so by law or in good faith, if such action is necessary to: -

- i). comply with requirement of any law enforcement agency, court order or legal process; or
- ii). protect and defend the rights of property of Techno Secure Print (TSP), its personnel and its related and/or Group of Companies.

### **4. Security of Your Personal Information**

Information is our asset and therefore Techno Secure Print (TSP) places great importance on ensuring the security of your personal information. We regularly review and implement up-to-date technical and organizational security measures when processing your personal information.

### **5. Retention of Your Personal Information or Personal Data**

Techno Secure Print (TSP) will retain your personal information in compliance with this Privacy Policy and/or terms and conditions with Techno Secure Print (TSP) for the duration of your relationship with us.

### **6. What if Personal Information Provided by You is Incomplete?**

Where indicated (for example in Registration Application Form), it is obligatory to provide your personal information to enable us to process your transactions as per our

products or services requirements. Should you decline to provide such obligatory personal information, we may not be able to process your registration application or provide you with the subscription to use our services.

## **7. Your Rights to Access and Correct Your Personal Information**

We can assist you to access and correct your personal information held by us. Where you wish to update your information, you may make a request to us via email at [info@techosecureprint.com](mailto:info@techosecureprint.com)

Please note that Techno Secure Print (TSP) may use its discretion in allowing the corrections requested and/or may require further documentary or supporting evidence of the new information to avoid fraud and inaccuracy.

## **8. Revisions to Privacy Policy**

This Privacy Policy may be revised from time to time. Policy of any such revision will be given via Techno Secure Print (TSP)'s website and/or by such other means of communication deemed suitable by Techno Secure Print (TSP).

## **9. Contacting Techno Secure Print (TSP) about Your Privacy and How We Handle Your Personal Information**

Should you have any query in relation to this Privacy Policy or how we handle your personal information, kindly contact us at the contact number listed below. Where you select to limit our right to process the personal information, you may also write in via email to the appointed address below.

Tel No: 03-62746550 / 03-62749550 / 03-62742550 / 016-298 8708  
/ 016-298 8062

Fax No. 03-6274 7550

Email: [info@technosecureprint.com](mailto:info@technosecureprint.com)