



**SUMMIT COMPANY (M) SDN BHD (007775-T)**

Lot 6, Jalan 19/1, 46300 Petaling Jaya, Selangor, Malaysia.  
General Line: +603-76288888 Fax: +603-76288898  
Website: www.ussummit.com.my

**PERSONAL DATA NOTICE**

Summit Company (M) Sdn Bhd (“SCM”) is required to comply with the Personal Data Protection Act 2010 (the “Act”), which regulates the processing of personal data in commercial transactions. For the purpose of this Personal Data Notice, the terms “personal data” and “processing” shall have the meaning as prescribed in the Act.

This Personal Data Notice applies to any person whose personal data is processed by Summit Company (M) Sdn Bhd or on behalf of Summit Company (M) Sdn Bhd.

1. This Personal Data Notice serves to inform you how your personal data is being processed by Summit Company (M) Sdn Bhd.
2. The personal data processed by us may include your name, designation, company’s name, contact details, email address and any other personal data required for the purposes set out in paragraph 3 below.
3. Summit Company (M) Sdn Bhd may use your personal data for the following purposes (“**Purposes**”):
  - a) to assess and process any registrations and/or applications that you have submitted to Summit Company (M) Sdn Bhd;
  - b) to provide you with the products and/or services you have requested;
  - c) to request and/or order products and/or services to be provided to us;
  - d) to administer and manage the products and/or services we provide you (including charging, billing, facilitating payments and collecting debt);
  - e) to communicate with you on the confirmation of your personal data such as mailing address, payment details, and email address;
  - f) for marketing ,promotions and product warranty;
  - g) for communication and ensuring customer satisfaction, which may include conducting surveys to improve the quality of products and services;
  - h) to notify you of any developments, updates and other events from time to time;
  - i) to communicate with you and respond to enquiries or complaints; and
  - j) such other administrative purposes which relate to the above.
4. Your personal data is collected from various sources, including information you have provided us, information from third parties and information in the public domain.
5. You may access and request for correction of your personal data. Please contact us as follows if you have any enquiries or complaints in respect of your personal data:

Designated Contact Person	Puan Normah
Mailing address:	Lot 6 Jalan 19/1, 46300 Petaling Jaya
Telephone No. :	0376288888 ext 810
Fax No. :	0376288898
E-mail address:	normah@ussummit.com.my



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6. Your personal data may be disclosed:
  - i) to our vendors (in terms of contact details and email addresses) for the purposes of sending journals, annual reports and other documentation as well as email blasts to you on behalf of Summit Company (M) Sdn Bhd;
  - ii) to regulatory authorities, government departments and agencies pursuant to the requirements of the law, organizations associated to Summit Company (M) Sdn Bhd and third party service providers whom we engage from time to time, as required; and
  - iii) where such disclosure is required or authorised by law or by the order of a Court.
7. Summit Company (M) Sdn Bhd shall retain your personal data from the date of collection for as long as it is necessary for the fulfillment of the Purposes or for compliance with the law or legal obligations by Summit Company (M) Sdn Bhd.
8. Unless otherwise specified by us at the time the personal data is collected, it is obligatory that you supply us the personal data requested by us. Failure to supply us with your personal data may render us unable to carry out the Purposes.
9. You undertake and warrant to Summit Company (M) Sdn Bhd that your personal data is accurate, complete, not misleading and up-to-date. The onus is on you to update Summit Company (M) Sdn Bhd if your personal data has changed.
10. Summit Company (M) Sdn Bhd reserves the right to update and amend this Personal Data Notice from time to time. Summit Company (M) Sdn Bhd will notify you of any changes via announcement or Summit Company (M) Sdn Bhd's website ([ussummit.com.my](http://ussummit.com.my)) or through other reasonable means of providing notice as Summit Company (M) Sdn Bhd may deem appropriate. Any changes to this Personal Data Notice will be effective immediately upon notice to you.
11. By providing us your personal information you are consenting Summit Company (M) Sdn Bhd to collect, process and store the data in accordance with the above.

Management of Summit Company (M) Sdn Bhd

Dated : 1 February 2014