

# MENTA CONSTRUCTION SDN BHD – PRIVACY POLICY

This Privacy Policy explains our policy on collecting, using and disclosing your Personal Information. The processing of your Personal Information is also subject to applicable laws. The personal Information which you provide to us now or from time to time or have provided to us previously will be used and processed, and continued to be used and processed by us, in accordance with this Privacy Policy (as amended, varied or revised from the time to time).

In this Privacy Policy,

**‘Menta Construction’** means Menta Construction Sdn Bhd (Company No. 83199-M)

**‘Personal Information’** means any information in our possession or control that relates directly or indirectly to you (or any other individual) to the extent that you (or such other individual) are identified or identifiable from that information or from other information in our possession.

**‘Products and Services’** means any products or services offered by Menta Construction or our group of companies.

**‘We’, ‘us’ or ‘our’** means Menta Construction or our group of companies.

**‘Sensitive Personal Data’** means any personal data consisting of information as to physical or mental health or condition, political opinions, religious beliefs or other beliefs of a similar nature, the commission or alleged commission of an offence or any personal data prescribed under law as sensitive personal data.

## 1. Personal Information

1.1 Personal Information we collect from/about you, include but is not limited, to the following:-

- a) Personal details such as name, identity card number, age, gender, nationality, date of birth, address, telephone number, email address and other details;
- b) Information in connection with Products and Services you have purchased from us or have registered with us for purchase, services, information, updates, inquiries, etc;
- c) Other information that are, have been or may be collected by us or which you provide to promotion, questionnaire, forms or communication with us, including personal interest or preferences (eg. Languages, interests);
- d) Your photo and other image, by way of video surveillance installed in some parts of our premises as part of our security infrastructure.

1.2 Certain information requested by us are mandatory which you must provide and agree to the processing of such mandatory information by us, falling which, we will not be able to provide you the relevant Products and Services or information and updates pertaining to the Products.

1.3 How your Personal Information is collected :-

- a) When you sign up to purchase the products and Services or register your interest with us to purchase or to obtain information, services and updates on the Products and Services or when you fill in forms;
- b) When you visit our social networking sites;
- c) When you enter contests or respond to surveys, promotions or questionnaires;
- d) From third party sources such as credit reference agencies, fraud prevention agencies and publicly available sources of information;
- e) Pursuant to any transaction or inquiry or communication made with or to us.

1.4 Purpose of collecting and processing your Personal Information :-

- a) To communicate with you, process your application/inquiry or request;
- b) To provide the Products and Services to you (including updates), to market or promote other products or services that may be offered by us or our related companies or our business associates from time to time;
- c) to assist us to monitor or improve our services;
- d) For administrative purposes, conduct research or statistical analysis and to assist us in monitoring or improve our services;
- e) To comply with applicable laws, proceedings or inquiries from regulatory authorities, and enforcement agencies and for any other purposes permitted by applicable laws.

## 1.5 Sensitive Personal Data

- a) We do not collect Sensitive Personal Data from you unless required by applicable laws. If you do not want your sensitive Personal Data collected by us, please do not submit it; and
- b) If you do choose to submit your Sensitive Personal Data to us, such data shall then be deemed to be and will be treated by us as Personal Information which will be subject to the terms and scope of this Privacy Policy including as to processing, usage and disclosure thereof.

## 2. Disclosure

To facilitate the purposes above and the provision of products and services to you, we may process, use and disclose your Personal Information to the following classes of third parties:

- a) Companies within Menta Construction, its group of companies and its related business associates/companies;
- b) Regulatory authorities and enforcement agencies;
- c) Any court of law or any relevant party in connection with any claim or legal proceedings;
- d) Our contractors, service providers, consultants and advisors on a need- to -know basis; and
- e) Any actual or potential assignee, transferee or acquirer of any Menta Construction' s businesses.

## 3. Transfer of Personal Information Outside Malaysia (if necessary)

Your Personal Information may be transferred to a country outside Malaysia. You hereby consent to us transferring your Personal Information outside of Malaysia, including to the class of third parties set out above.

## 4. Access Or Update Your Personal Information

4.1 You are responsible for providing accurate and complete information about yourself and any other person whose personal information you provide us (eg. your spouse, children, relatives or third parties), and such as and when such information becomes incorrect or outdated you should correct or update such information by contacting us or submitting fresh information. You may, by writing to us at the address set out below, request for a copy of the Personal Information we hold about you or request to rectify or update your Personal Information. Please provide proof of your identity, address and sufficient information to enable us to identify you when submitting your request to us

4.2 On receipt of your written request, we may:

- a) comply or refuse your request to access or rectify your Personal Information. If we refuse, we will notify you the reasons for such refusal; and
- b) charge a fee for processing your request for access or rectification.

## 5. Limit The process of Your Personal Information

If you:

- a) do not wish to receive offers, promotions and marketing materials and information on other products and services from us, our group of companies, our related companies and/or our business associates or our partners; or
- b) would like us to cease processing your Personal Information for a specified purpose or in a specified manner,

**Please notify us in writing to the address set out below. In the absence of such written notification from you, we will deem that you consent to the processing, usage and dissemination of your Personal Information in the manner, to extent and within the scope of this Privacy Policy. If you do not consent to the processing of your Personal Information as above, we may not be able to provide you the Products and Services you requested.**

How to Contact us/ Write in to us at:

Menta Construction Sdn Bhd  
No. 2, Jalan 1/128,  
Taman Gembira,  
58200 Kuala Lumpur.

Tel : +603-7983 7399  
Email : info@menta.com.my