



## **PERSONAL DATA PROTECTION NOTICE**

1. This Personal Data Protection Notice ("**Notice**") is issued pursuant to the Personal Data Protection Act 2010 and Personal Data Protection (Amendment) Act 2024 ("**Act**") and for the purpose of this Notice, "Personal Data" and "Sensitive Personal Data" shall have the meaning as ascribed to it under the Act.
2. This Notice applies to the persons governed under the Act and serves to inform you how your Personal Data is controlled, processed and/or used by CSF Advisers Sdn. Bhd. and/or ATLAS CSF Sdn Bhd (jointly known for the purposes of this notice as "**CSF Group**"), incorporated under the Companies Act 1965 with its principal place of business at CSF TelcoHub 1, Jalan Teknokrat 6, Cyberjaya, 63000 Selangor Darul Ehsan, Malaysia.
3. For the purpose of this Notice, Personal Data includes data collected and to be collected before and after issuance of this Notice.

### **Collection**

4. The Personal Data which is controlled, processed and/or used by CSF Group or on our behalf including but not limited to your name, age, date of birth, identity card number or passport number, contact details, home address, email address, occupation, marital status, preferences, interests, information about your firm/company, recording of your image via CCTV cameras installed at our premises, recording of your photograph during any of our events and/or other information relevant to the purposes as listed in paragraph 7 below. We may also collect Personal Data which is of sensitive in nature such as physical or mental health or medical condition, religious beliefs or political beliefs or other beliefs of a similar nature, the commission or alleged commission by him of any offence or biometric data such as fingerprints, facial recognition or voice recognition.
5. Your Personal Data is collected directly from information and/or documents which you have provided to us, or from your authorized representatives and where necessary, from third parties and from the public domain or online platforms. If you provide us with any personal data relating to a third party (e.g. information of your spouse, children, parents, and/or employees), by submitting such personal data to us, you represent to us that you have obtained the consent of the third party to provide us with their personal data for the purposes as listed below.
6. CSF Group may also collect your Personal Data from a variety of sources, including without limitation at any events, training programmes, conferences, seminars, workshops or talks organised or sponsored by CSF Group, and/or from the cookies used on the CSF Group website.

### **Purposes of Processing**

7. Your Personal Data may be controlled, processed and/or used by us for the following purposes:
  - a. For facilitating your access to CSF Group's services;
  - b. For communicating with you and responding any enquiries from you in relation to CSF Group through any legitimate modes of communication;
  - c. For internal administrative purposes including talent and human resources administrative functions and activities;
  - d. For discharging CSF Group's statutory obligations;

For performance of CSF Group's operations including but not limited to incorporating your Personal Data into our databases for assessment/recording of your technical competencies and verification of your association with our business partners; for



verification/providing information for sending you newsletters and other updates within CSF Group;

- e. For compliance of any obligations and/or regulatory requirements applicable to CSF Group's nature of operation under any laws, rules, regulations, by-laws, national policies or court orders including by providing information to the enforcement agencies, regulatory/statutory bodies and other government agencies for any lawful purposes such as enforcement or preparation of any statistic;
  - f. For pursuing any legitimate interest of CSF Group which includes recovery of any sums due to CSF Group (if applicable); and/or
  - g. For any other purposes that are incidental or ancillary to any of the above purposes.
8. If hereafter you do not wish to provide your consent to us for the processing of your Personal Data in relation to the purposes listed under paragraph 7 above or hereafter wish to opt out, you may do so by notify CSF Group using the contact details stated in paragraph 20 below.

#### **Withdrawal/limitation of Consent**

- 9. The provision of your Personal Data to us is on voluntary basis. You may at any time hereafter withdraw your consent for us to collect, process, use, store or limit the processing of your Personal Data for any of the purposes mentioned above by notifying us in writing using the address set out below in paragraph 20.
- 10. If you do not provide your Personal Data or if insufficient Personal Data is supplied to us when requested, we may not be able to communicate with you and this may affect CSF Group's ability to fulfil the purposes mentioned above and your ability to enjoy the full range of benefits provided above.
- 11. If you do not wish for your Personal Data to be collected via cookies on CSF Group website, you may deactivate the cookies.

#### **Disclosure & Transfer**

- 12. We may disclose your Personal Data to our employees, our affiliates, our strategic partners, our service providers/vendors, our appointed agents, our consultants, our legal advisors, our external auditors and/or any person who is under a duty of confidentiality to CSF Group.
- 13. If necessary and expedient, we may also disclose your Personal Data to any other third parties including but not limited to professional bodies, training institutions, banks, financial institutions, any governmental and/or non-governmental authorities, agencies, bodies or departments.
- 14. We shall disclose your Personal Data to whom we are compelled or required to under the law.
- 15. Your Personal Data may be transferred for any of the purposes mentioned under paragraph 7 to any of the above-mentioned parties who are located within or outside Malaysia.

#### **Retention**

- 16. Any Personal Data supplied by you will be retained by CSF Group as long as it is necessary and expedient for the fulfilment of any purpose as stated above pursuant to our internal practices, regulatory requirements, legal and accounting requirements.

#### **Integrity & Security**

- 17. We are committed to ensuring that your Personal Data is stored securely as required by the Act.



18. All reasonable efforts and practical steps are made to ensure that any Personal Data held by CSF Group is protected against any loss, misuse, modification, unauthorized or accidental access or disclosure, alteration or destruction.
19. To ensure that your Personal Data in our retention is accurate and up-to-date, you are advised to notify us promptly in the event of any inaccuracy or any changes to your Personal Data.

#### **Access, Correction & Data Portability**

20. If you wish to request access to or to rectify your Personal Data or withdraw/limit your consent, you may send your request in writing (by hand, by post or by email) to this address:

**CSF Advisers Sdn. Bhd.**

CSF TelcoHub 1  
Jalan Teknokrat 6  
Cyberjaya 63000  
Selangor Darul Ehsan  
MALAYSIA.

**Attn.: Data Protection Officer**

Email: [legal@csf-group.com](mailto:legal@csf-group.com)

Tel No. : +603 8318 1313

*(Marked Strictly Confidential & To be Opened by Addressee Only)*

Your request shall be subject to any applicable legal restrictions, conditions and a reasonable time period.

21. You have the right to request that we transmit your Personal Data directly to another data controller of your choice, where technically feasible and where the data is in a compatible format. To exercise this right, you must submit a written request to us by using the contact details stated in paragraph 20 above. Upon verification of your identity and request, we shall endeavour to complete the transmission within the timeframe prescribed under the law.

Please note that this right is subject to:

- (a) the technical feasibility of the data transmission; and
- (b) the compatibility of data formats between us and the receiving data controller.

We reserve the right to refuse the request if these conditions cannot be met.

#### **Consent**

22. Please also note that from time to time, we may request for new Personal Data from you. By providing us with your Personal Data or continuing to communicate with CSF Group, we shall regard that you have consented to the processing of such data pursuant to this Notice.
23. CSF Group shall have the sole right to modify, update or amend the terms of this Notice at any time by placing the updated Notice on this website (<https://www.csf-group.com/corporate-governance/>). By continuing to communicate with CSF Group or by continuing to use CSF Group's services following the modifications, updates or amendments to this Notice, it shall signify your acceptance of such modifications, updates or amendments.

Note: In the event of any inconsistency between the English version and the Bahasa Melayu version of this Notice, the English version shall prevail.