

# Personal Data Protection Notice

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(Effective date: 02 01 19)

(Last reviewed: 30 05 22)

## INTRODUCTION

Majlis Bandaraya Seberang Perai care about your personal data protection. This notice clarifies how Majlis Bandaraya Seberang Perai processes your data from the point we collect, use, share, dispose of and the security measure that we established to ensure your personal data is well protected.

## COLLECTION OF PERSONAL DATA

We collect your personal data which range from your name, home address, e-mail address, phone number and your account number.

## SOURCE OF PERSONAL DATA COLLECTION

We gather your personal data from:

1. New member registration form available at our website and systems.
2. Purchase form
3. Cookies

## REASON FOR PERSONAL DATA COLLECTION

We collect your personal data to:

1. Process your application for our services
2. Provide relevant services

## PROCESSING OF PERSONAL DATA

We only process your personal data within Malaysia. Your personal data will not be transfer to any place outside Malaysia.

## DISCLOSURE OF PERSONAL DATA

We disclose your personal data to:

1. The appointed third party to process the services
2. The authority for legal / regulatory purpose

## **SECURITY MEASURE**

We take these measures to protect your personal data:

1. By ensuring your personal data is kept as required by Act 709
2. By ensuring our staff not to misuse your personal data
3. By performing contract / agreement with system vendor, appointed courier company.

Nevertheless, you are required to ensure the security of your password and not to disclose it to another party to reduce the risk of data breaches.

## **PERSONAL DATA RETENTION PERIOD**

We will retain your personal data for seven (7) years / as long as you become our customer. If you are no longer our customer, we will gradually delete your personal data.

## **YOUR RIGHTS**

You have the rights to:

1. Correct / update your personal data
2. Access your personal data which we process and keep with us
3. Withdraw your consent for us to process your personal data

## **CONTACT US**

You can contact us or submit your inquiry in regards to the processing of your personal data at:

En. Abdul Fikri Ridzauudin bin Abdullah  
Pengarah Teknologi Informasi Dan Komunikasi  
Majlis Bandaraya Seberang Perai  
04-5497 555/405  
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