



## **PERSONAL DATA PROTECTION NOTICE**

This Personal Data Notice (“Notice”) describes how the Association of Wedding Professionals (“AWP”) uses your Personal Data and is to be read together with such terms and conditions of use as may be prescribed by AWP.

By engaging AWP to provide services or by interacting with AWP either at our events, wedding fairs, seminars or otherwise, using the AWP website [[www.awpmalaysia.org](http://www.awpmalaysia.org)] (“Website”) and/ or by using our Facebook page [[www.facebook.com/awpmalaysia](https://www.facebook.com/awpmalaysia)], you consent to the processing of your Personal Data by AWP and all persons involved in the provision of services by AWP.

In the event of any conflict between the English and other language versions, the English version shall prevail. AWP shall have the right to modify, update or amend the terms of this Notice at any time by placing the updated Notice on the Website. By continuing to communicate with AWP or by continuing to use AWP’s services following the modifications, updates or amendments to this Notice shall signify your acceptance of such modifications, updates or amendments.

### **Collection of Personal Data**

“Personal Data” means information about you which you have provided to AWP, such as your name, address, telephone number, NRIC, email address, your personal preferences, wedding details/ particulars, particulars of your spouse or family members or friends or third party service providers and bank account information, IP addresses, photographs and images, recordings and any information which may identify you, your spouse or family members or friends that has been or may be collected, stored, used and processed by AWP from time to time.

In addition to the Personal Data you provide to AWP directly (i.e. during your communications with AWP and/or when you participate in any contests, events, wedding fairs or otherwise organised or sponsored by AWP), AWP may also collect your Personal Data from a variety of sources, including without limitation at any contests, events, wedding fairs or otherwise organised or sponsored by AWP, whether solely or in association/ partnership with any third parties, and/or from the cookies used on the Website and/or from AWP’s Facebook page.

The provision of your Personal Data is voluntary. However, if you do not provide your Personal Data, AWP may not be able to (i) communicate with you; (ii) provide you the services you require or (iii) access certain sections of the Website where log in is required.

We use cookies on our Website to track website visitorship and experience. Most web browsers are designed to accept cookies. If you do not wish to receive any cookies, you may set your browser to refuse it.

### **Purposes of Processing**

AWP may use and process your Personal Data for the purposes relating to the services you have requested and for the business activities of AWP which shall include, without limitation:-

- (a) to communicate with you and/or such individuals as may be required for the purposes to the services you have requested;
- (b) to respond to questions and comments from you;
- (c) for verification and internal administrative purposes;
- (d) to provide information to regulatory and governmental authorities in order to comply with statutory and government requirements;
- (e) for AWP to comply with its obligations under law
- (f) in connection with any legal proceedings or prospective legal proceedings; and
- (g) to establish, exercise or defend AWP’s legal rights,

and you agree and consent to AWP using and processing your Personal Data in the manner as identified in this Notice.



### **Other purposes**

AWP may also use and process your data for other purposes such as:-

- (a) to send you materials such as newsletters, articles, write-ups as well as other updates;
- (b) for the purposes of disaster recovery; and
- (c) to distribute information or details of events, wedding fairs, seminars, conferences, workshops and talks which may of interest to you,

by way of email or mail.

If you do not consent to AWP processing your Personal Data for the purposes listed above, please notify AWP using the contact details stated below.

### **Transfer of Personal Data**

As AWP's information technology storage facilities and servers may be located in other jurisdictions, your Personal Data may be transferred to, stored, used and processed in a jurisdiction other than Malaysia. Further, your personal data may be transferred out of Malaysia for the purposes as described above where such publications and journals are located outside of Malaysia. You understand and consent to the transfer of your Personal Data out of Malaysia as described herein.

### **Disclosure to Third Parties**

AWP may engage other companies, service providers or individuals to perform functions on AWP's behalf, and consequently may provide access or disclose to your Personal Data to the third parties such as those listed below (not exhaustive):

- (a) information technology (IT) service providers;
- (b) data entry service providers;
- (c) storage facility providers;
- (d) banks and financial institutions;
- (e) insurance providers;
- (f) any professional advisors and external auditors;
- (g) regulatory and governmental authorities in order to comply with statutory and government requirements.

This Notice only applies to the collection and use of Personal Data by AWP. It does not cover third party sites to which we provide links, even if such sites are co-branded with our logo. AWP does not share your Personal Data with third party websites. AWP is not responsible for the privacy and conduct practices of these third party websites, so you should read their own privacy policies before disclosure of any Personal Data to these websites.

AWP will not sell your personal information to any third party without your permission, but we cannot be responsible or held liable for the actions of third party sites which you may have linked or been directed to the Website.

### **Access & Correction Requests and Inquiries**

Subject to any exceptions under applicable laws, you may at any time hereafter request for access to, or for correction or rectification of your Personal Data or limit the processing of your Personal Data, or seek further information from AWP by contacting:-

Leticia Hsu  
B-08-03, Block B, 3 Two Square, Jalan 19/1, 46300 Petaling Jaya, Selangor.  
Telephone No.: +603 7987 7188  
E-mail: leticia@awpmalaysia.org



In respect of your right to access and/or correct your Personal Data, AWP has the right to refuse the your requests to access and/or make any correction to your Personal Data for the reasons permitted under law, such as where the expense of providing access to you is disproportionate to the risks to your privacy.

### **General**

AWP uses commercially reasonable physical, managerial, and technical safeguards to preserve the integrity and security of your Personal Data and will not knowingly allow access to this data to anyone outside AWP, other than to you or as described in this Notice. However, AWP cannot ensure or warrant the security of any information you transmit to AWP and you do so entirely at your own risk. In particular, AWP does not warrant that such information may not be accessed, altered, collected, copied, destroyed, disposed of, disclosed or modified by breach of any of AWP's physical, technical, or managerial safeguards.

Our Website does not target and is not intended to attract children under the age of 18 years old. We do not knowingly solicit personal information from children under the age of 18 years old or send them requests for personal data.

This Notice is governed by and shall be construed in accordance with the laws of Malaysia. You hereby submit to the non-exclusive jurisdiction of the Malaysian courts.

/18042018