

Personal Data Protection Notice

Paygap Sdn Bhd (“**PSB**”) respects and is committed to the protection of your personal data and your privacy. This Personal Data Protection Notice explains how PSB collects and handles your personal data in accordance with the Malaysian Personal Data Protection Act 2010 (“**PDPA**”). Please note that PSB may amend this Personal Data Protection Notice at any time without prior notice and will notify you of any such amendment by publishing on our website or by email. For avoidance of doubt, any capitalised references made herein which is undefined shall mean the same as defined in our Terms of Use.

1. Personal data

1.1. Type of personal data

Your personal data may include your name, NRIC number, contact details, email address, occupation or profession, employer details, pictures, current remuneration and wages, remuneration and wages history and records, date of birth, location tracking or global positioning system (“GPS”) information. This information is collected or provided to PSB for the purposes stated in Clause 2 below.

1.2 Source of personal data

PSB collects your personal data directly from you when you create an account with PSB or by your input, file uploads, and / or feedback that you provide to or when interacting with our Sites. Your personal data may also be collected from cookies through the use of the Sites.

2. Purpose of collecting and processing (including disclosing) your personal data

Your personal data is collected and further processed by PSB as required or permitted by the Malaysian law and to provide you with the services you requested, including the following:

- a) to administer and communicate with you in relation to the usage of the Sites;
- b) for verification purposes;
- c) to comply with PSB’s legal and regulatory obligations in the conduct of its business;

- d) to contact you regarding products, services, upcoming events, promotions, advertising, marketing and commercial materials which we may feel interest you;
- e) for PSB's internal records management;
- f) to resolve complaints, respond, and handle requests and enquiries;
- g) to measure our performance, troubleshoot and improve and enhance the experience of our Sites, products, services and / or effectiveness; and
- h) to carry out research and development and statistical analysis and marketing research activities to create content, reports, and / or analysis of any kind, and to learn more about the Users in general.

3. Disclosure or transfer of personal data

3.1. Within PSB

Your personal data provided to us may be processed by entities within or outside Malaysia due to the third-party service providers PSB uses. PSB will, at all times, ensure that access to your personal data is restricted to PSB's staffs / agents who are contractually required to process your personal data in accordance with PSB's policy.

3.2. Classes of third parties

Your personal data may be disclosed to and / or transferred to relevant third parties within or outside Malaysia as required under the law, pursuant to relevant contractual relationship or for the purposes stated in Clause 2 above.

For Users, your personal data may be disclosed to any statutory, non-statutory authorities, authorities, relevant government departments or agencies, and / or law enforcement agencies, including the local police according to the prevalent laws at the time.

4. Right to access and correct personal data

- 4.1 You have the right to access and correct your personal data held by us (subject always to certain exemptions).

5. Inquiries

- 5.1 Should you require further information, kindly view our Privacy Policy on the Sites.
- 5.2 Any inquiries or requests related to your Personal Data or our Privacy Policy, please contact us in the email below.

Personal Data Protection Officer

Paygap Sdn Bhd

hello@paygap.asia