

## PERSONAL DATA NOTICE

This Personal Data Notice ("Notice") describes how Matt Wong & Co (a law firm established under the laws of Malaysia with its place of business at B-13A-12, Atria SOFO Suites, Jalan SS 22/23, Damansara Jaya, 47400 Petaling Jaya, Selangor) uses your Personal Data.

By engaging Matt Wong & Co to provide services or by interacting with Matt Wong & Co either at our events, conferences, seminars, talks or otherwise, you consent to the processing of your Personal Data by Matt Wong & Co and all persons involved in the provision of services by Matt Wong & Co.

Matt Wong & Co shall have the right to modify, update or amend the terms of this Notice at any time by sending you the updated Notice. By continuing to communicate with Matt Wong & Co or by continuing to use Matt Wong & Co's services following the modifications, updates or amendments to this Notice, you shall signify your acceptance of such modifications, updates or amendments.

### Collection of Personal Data

1. "Personal Data" means information about you which you have provided to Matt Wong & Co, such as your name, address, telephone number, NRIC, email address, your personal preferences, particulars of your spouse or family members and bank account information and any information which may identify you, your spouse or family members that has been or may be collected, stored, used and processed by Matt Wong & Co from time to time.
2. In addition to the Personal Data you provide to Matt Wong & Co directly (i.e. during your communications with Matt Wong & Co and/or when you engage Matt Wong & Co to provide services), Matt Wong & Co may also collect your Personal Data from a variety of sources, including without limitation at any events, conferences, seminars or talks organised or sponsored by Matt Wong & Co.
3. The provision of your Personal Data is voluntary. However, if you do not provide your Personal Data, Matt Wong & Co may not be able to (i) communicate with you; or (ii) provide you the services you require.

### Purposes of Processing

5. Matt Wong & Co may use and process your Personal Data for the purposes relating to the services you have requested and for the business activities of Matt Wong & Co which shall include, without limitation:
  - a. to communicate with you;
  - b. to respond to questions and comments from you;
  - c. for internal administrative purposes;
  - d. to provide information to regulatory and governmental authorities in order to comply with statutory and government requirements, including disclosure to the Unclaimed Money Management Division of the Accountant General's Department of Malaysia ("AGD") of your information as required pursuant to the Unclaimed Moneys Act 1965 and its attendant regulations in the event of any unclaimed monies on your part;
  - e. for Matt Wong & Co to comply with its obligations under law, including compliance with laws relating to evidence;

and you agree and consent to Matt Wong & Co using and processing your Personal Data in the manner as identified in this Notice.

## Other Purposes

6. Matt Wong & Co 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. to distribute information or details of events, seminars, conferences and talks which may of interest to you;
  - c. to send as potential referees to (i) editors/researchers in ranking legal publications and journals; (ii) potential clients who request for referees of past work in Requests for Proposals, tenders, submissions; by way of email or mail.
7. If you do not consent to Matt Wong & Co processing your Personal Data for the purposes listed in Section 6, please notify Matt Wong & Co using the contact details stated in Section 8 below.

## Transfer of Personal Data

8. Your personal data may be transferred out of Malaysia for the purposes as described in Section 6(c) where such ranking legal publications and journals and/or potential clients 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

9. Matt Wong & Co may engage other companies, service providers or individuals to perform functions on Matt Wong & Co'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, including to the AGD for the purposes as described in Section 5 above.

## Access & Correction Requests and Inquiries

10. Subject to any exceptions under applicable laws, you may at any time hereafter request : (i) for access to your Personal Data (ii) for correction or rectification of your Personal Data; (iii) to limit the processing of your Personal Data; or (iv) to seek further information from Matt Wong & Co regarding the processing of your Personal Data by contacting:

### Matt Wong & Co

Address : B-13A-12, Atria SOFO Suites, Jalan SS 22/23, Damansara Jaya, 47400 Petaling Jaya, Selangor.  
Telephone No. : +6018-375 2890 / +603-7492 3468  
Email : mattwong.co@gmail.com  
Website : mattwongco.com

11. In respect of your right to access and/or correct your Personal Data, Matt Wong & Co has the right to refuse 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.