

## **PRIVACY POLICY**

### **A. Purpose**

We, Wong Hok Mun Partnership (“**WHMP**”), recognize the importance of maintaining the privacy, security and accuracy of personal information / data (“**personal data**”) in accordance with applicable privacy legislation. This Privacy Policy outlines the standards and procedures to ensure the confidentiality and availability of the personal data of the firm’s clients, service providers and others and how we treat such data. All employees must adhere to this policy to protect such personal data.

### **B. General Principles**

1. In the course of WHMP’s commercial transactions / activities, in particular providing services to its clients and general administrative and human resource purposes, WHMP collects personal data of its clients, employees and others.
2. WHMP recognises the importance of protecting the personal data that it holds.
3. Our privacy principles only apply to personal data about identifiable individuals. They do not apply to business information. Personal data does not include the name, title, business address or telephone number of an employee of an organization.
4. We shall not:-
  - (a) in the case of personal data other than sensitive personal data, process personal data about a data subject unless the data subject has given his consent to the processing of the personal data or the processing is necessary (a) for the performance of a contract to which the data subject is a party; (b) for the taking of steps at the request of the data subject with a view to entering into a contract; (c) for compliance with any legal obligation to which the data user is the subject, other than an obligation imposed by a contract; (d) in order to protect the vital interests of the data subject; (e) for the administration of justice; or (f) for the exercise of any functions conferred on any person by or under any law; or

- (b) in the case of sensitive personal data, process sensitive personal data about a data subject except in accordance with the applicable law.
5. Personal data shall not be processed unless (a) the personal data is processed for a lawful purpose directly related to an activity of the data user; (b) the processing of the personal data is necessary for or directly related to that purpose; and (c) the personal data is adequate but not excessive in relation to that purpose.
  6. All employees are reminded that we have a professional duty to maintain confidentiality of all our client's information and data.
  7. Failure to comply with this policy constitutes misconduct and may result in disciplinary action or criminal prosecution.

**C. Information / data WHMP collect.**

1. In the course of WHMP's commercial transactions / activities, in particular providing services to its clients and general administrative and human resource purposes, WHMP collects personal data of its clients, employees and others.
2. This information / data includes:-
  - name, gender, home address, residential address, telephone number, mobile number, date of birth, marital status, emergency contacts, bankruptcy status & banking details;
  - citizenship, residency status, nationality and passport information;
  - income tax number, NRIC number or other taxpayer identification number;
  - SOCSO, EPF, insurance and other benefits information;
  - work / employment history, technical skills, educational background, professional certifications and registrations, language capabilities;
  - height, weight and clothing sizes, photograph, physical limitations and special needs;
  - records of work absences, vacation entitlement and requests, salary history and expectations, performance appraisals, letters of appreciation and commendation, disciplinary and grievance procedures, date and reason of resignation or termination, information relating to administering termination of employment (e.g. references);

- the results of credit and criminal background checks, the results of drug and alcohol testing, screening, health certifications, driving licence number, vehicle registration and driving history, sickness records and occupational health programmes;
  - information required to comply with laws, requests and directions of law enforcement authorities or court orders;
  - information captured on security systems, including Closed Circuit Television (CCTV) cameras and key card/biometric entry systems. There are CCTV cameras in operation within and around our office premises, which are used (i) to prevent and detect crime; and to protect the health and safety of our staff and other visitors; and / or
  - voicemails, e-mails, correspondence and other work product and communications created, stored or transmitted by an employee using our computer or communications equipment.
3. A data user shall take reasonable steps to ensure that the personal data is accurate, complete, not misleading and kept up-to-date by having regard to the purpose, including any directly related purpose, for which the personal data was collected and further processed.
4. A data subject is given access to his personal data held by us and be allowed to correct that personal data where the personal data is inaccurate, incomplete, misleading or not up-to-date, except where compliance with a request to such access or correction is refused under the law.

**D. Purposes for which the personal data is being or is to be collected and further processed and its retention and disclosure**

1. WHMP collects, processes personal data of its clients, employees and others for the purposes of WHMP's commercial transactions / activities, in particular providing services to its clients and general administrative and human resource purposes, as follows:-
- to provide legal services;
  - for billing, account, audit and record keeping purposes;
  - for contact / communication purposes;
  - to manage and develop its business and operations;
  - for use as authorized/required by or under the law; and / or
  - for employment / human resource purposes.

2. The personal data processed for any purpose shall not be kept longer than is necessary for the fulfilment of that purpose. We shall take all reasonable steps to ensure that all personal data is destroyed or permanently deleted if it is no longer required for the purpose for which it was to be processed.
3. No personal data shall, without the consent of the data subject, be disclosed:-
  - (a) for any purpose other than (i) the purpose for which the personal data was to be disclosed at the time of collection of the personal data; or (ii) a purpose directly related to the purpose referred to in subparagraph (i); or
  - (b) to any party other than a third party of the class of third parties as specified below:-
    - when the legal services we are providing to our clients require us to give your information to third parties;
    - where it is necessary to establish or collect fees;
    - if we retain other law firms in other States or jurisdictions, on our clients' behalf;
    - if a Court issues a subpoena; and/or
    - when dealing with opposing counsel if disclosure of the relevant information is necessary for the legal services we are providing to our clients.

**E. Source of the personal data**

- provided by our clients
- provided by data subject
- from third party with the data subject's knowledge or from referrals by persons whom such parties have requested to provide us with specific information
- Government agencies or registries
- Doctors and other medical professionals
- Accountants or other professional advisors
- Financial institutions
- Insurance companies
- Credit bureaus
- Other third parties who represent that they have the right to disclose such personal data

**F. Security**

1. We shall, when processing personal data, take practical steps to protect the personal data from any loss, misuse, modification, unauthorized or accidental access or disclosure, alteration or destruction by having regard (a) to the nature of the personal data and the harm that would result from such loss, misuse, modification, unauthorized or accidental access or disclosure, alteration or destruction; (b) to the place or location where the personal data is stored; (c) to any security measures incorporated into any equipment in which the personal data is stored; (d) to the measures taken for ensuring the reliability, integrity and competence of personnel having access to the personal data; and (e) to the measures taken for ensuring the secure transfer of the personal data.
2. Where processing of personal data is carried out by a data processor on behalf of us, we shall, for the purpose of protecting the personal data from any loss, misuse, modification, unauthorized or accidental access or disclosure, alteration or destruction, ensure that the data processor (a) provides sufficient guarantees in respect of the technical and organizational security measures governing the processing to be carried out; and (b) takes reasonable steps to ensure compliance with those measures.

**G. Consent**

1. We may obtain your consent to our collection, use and disclosure of your information / data either expressly, for stated purposes or impliedly. You may withdraw or amend any consent previously given by contacting us, subject to any legal or contractual restriction and upon reasonable notice to us.
2. Your consent to our collection of certain personal data may be required in order for us to provide legal services. However, we will not require, as a condition of providing a service, that personal data not related to providing such service be collected.
3. Where it is obligatory for you to supply the personal data, failure to do so may result in us not being able to provide legal services to you.



**H. Access & Contact**

To access to your personal data held by us or to correct that personal data, where the personal data is inaccurate, incomplete, misleading or not up-to-date, please submit your written request to:-

Data Protection Officer  
**Wong Hok Mun Partnership**  
D3-5-5, Block D3,  
Solaris Dutamas,  
No. 1 Jalan Dutamas 1,  
50480, Kuala Lumpur,  
WPKL, Malaysia  
T: + [603] 3005 7570 | F: + [603] 3005 7572  
E: info@whmp.com.my

*\*This policy is subject to periodical review to ensure compliance with legal and regulatory requirements.*

Dated 17.01.2025

**Effective Date: 1.1.2025**

**Version: 1**