

Personal Data Protection Notice

At The Malaysian Institute of Certified Public Accountants ("MICPA"), we are committed to protecting your privacy in accordance with the Personal Data Protection Act 2010 of Malaysia ("PDPA").

This Notice explains:

- the type of personal data we collect and how we collect it
- how we use your personal data
- the parties that we disclose the personal data to; and
- the choices we offer, including how to access and update your personal data.

Personal Data We May Collect from You

We may collect the following personal data about you:

- personal information to establish your identity and background such as your full name, identity card number, nationality, ethnicity, educational background, employment details, photograph
- contact information such as mailing address, telephone number, mobile phone number, fax number and email address
- family background and employment details when you apply for a scholarship or sponsorship relating to our professional programme
- payment information such as your credit card information, including the name of cardholder, card number, mailing address, expiry date and other bank account details
- recording of your photograph during any of our events, or third party events
- function or post when you commence a business relationship with us
- resume or CVs when you apply for job vacancies with us

For general web browsing although no personal data is revealed to us, certain technical and statistical information is available to us via our internet service provider such as cookies, your IP address, the time, date and duration of your visit. If you provide us with any personal data relating to a third party (e.g. information of your spouse, children, parents, and/or employees), by submitting such personal data to us, you represent to us that you have obtained the consent of the third party to provide us with their personal data for the purposes as listed below.

How We Collect Your Personal Data

We may collect personal data either from you, from your authorised representatives, from third parties, or from publicly available sources which may include (but is not limited to):

- when you register yourself with the Institute either as a candidate or member
- when you contact us in person, by a phone call or over the counter (for example when you contact us for any enquiries, complaints, comments or feedback, we may keep a record of that correspondence)
- when you register for or participate in any events, surveys, questionnaires, competitions, contests, offers, or promotions done internally or via an appointed third party
- when you commence a business relationship with us (for example, as a service provider, or business partner)

- when you visit our premises
- when you attend any of our events organised internally or by an appointed third party
- when you visit or browse our websites
- when you apply for a job with us or through us
- when you interact with us via social media or interactive applications including but not limited to Facebook, LinkedIn, Twitter, Instagram, Telegram, WhatsApp and YouTube
- when we collect information about you from third parties we deal with or are connected with you (education partners, tuition providers, Approved Training Organisations, sponsoring bodies)
- from such other sources where you have given your consent for the disclosure of personal data relating to you, and/or where otherwise lawfully permitted.

Use of Personal Data Collected

All information requested is obligatory to be provided by you unless stated otherwise to enable us to process your application for our services and products. Should you decline to provide such obligatory personal information, we may not be able to process your application/request or provide you with our products or services.

The personal information provided by you to us may be processed by MICPA as follows:

- to establish your identity and background
- to assess and process your application for membership or student admission and scholarships
- to register you for our events
- to manage and maintain your membership with us
- to notify you about benefits, updates or changes to MICPA's products and services via appropriate communication channels including through messaging services, telephone calls, e-mail, fax and/or any other appropriate channels ("Communication Channels")
- to inform you on MICPA's latest education and membership service announcements and upcoming events including providing you with information on our and third party products, services and offers which may be of interest to you through the Communication Channels
- to fulfil audit requirements and facilitating payments
- to carry out your instructions or to respond to any enquiries, complaints, comments or feedback that you have submit to us
- to protect or enforce our rights to recover any debt owing to us
- to compile information for analysis and in reports for relevant regulatory authorities
- to transfer or assign our rights, interests and obligations under any of your agreements with us
- to update, consolidate and improve the accuracy of our internal record keeping
- to administer services, competitions, contests, offers, or promotions to you
- to produce data, reports and statistics which have been anonymised or aggregated in a manner that does not identify you as an individual
- to conduct research for analytical purposes including but not limited to data mining and analysis of your transactions with us
- to engage in business transactions in respect of services to be offered and provided to you
- to comply with any legal or regulatory obligations under the applicable laws, regulations, guidelines or codes of practice that apply to us
- for internal management of the services being provided to you
- for any other purpose that is required or permitted by any law, regulations, guidelines and/or relevant regulatory authorities.

With Whom We Share Your Personal Data

As a part of providing you with our services and the management or operation of the same, we may be required to disclose information about you to the following third parties:

- federal or state government
- law enforcement agencies
- government agencies
- regulatory bodies
- our professional Programme partner, Chartered Accountants Australia and New Zealand (CA ANZ)
- companies or organisations that act as our agents, contractors, service providers or professional consultants
- companies or organisations that assist us in processing and/or otherwise fulfilling transactions and providing you with services that you have requested
- our business associates and other parties for purposes that are related to the purpose of collecting and using your personal data
- other parties in respect of whom you have given your express or implied consent
- any credit reporting agencies or in the event of default, any debt collection agencies subject to the permitted law applicable to us.

Your Rights to Access and Correct Your Personal Data

We can assist you to access and correct your personal data held by us. Where you wish to have access to your personal data in our possession, or where you are of the opinion that such personal data held by us is inaccurate, incomplete, misleading or not up-to-date, you may make a written request to us at micpa@micpa.com.my.

You may also write in to:

MICPA

**No. 15, Jalan Medan Tuanku,
50300 Kuala Lumpur,
Malaysia.**

How Long We Will Keep Your Personal Data

We will retain your personal data in compliance with this Policy and/or the terms and conditions of your agreement(s) with MICPA for the duration of your relationship with us, in accordance with our internal policies, or where otherwise required by the law.

How We Protect and Safeguard Your Personal Data

We endeavour to take all reasonable steps to protect your personal data and keep your personal data secured. This includes following our security procedures (like checking your identity when you call us). Our site may link to other websites and we are not responsible for their data policies, procedures or their content.

Transfer of Your Personal Data Outside Malaysia

Any personal data, which you volunteer to us, will be treated with the highest standards of security strictly in accordance with the PDPA. It may be necessary for us to transfer your personal data outside Malaysia if any of our service providers or business partners are involved in providing part of a services are located in countries outside Malaysia. You consent to us transferring your personal data outside Malaysia in these instances. We shall take reasonable steps to ensure that any such service providers or business partners are contractually bound not to use your personal data for any reason other than to provide the services they are contracted by us to provide and to adequately safeguard your personal data.

Our Contact Details

MICPA is committed to protecting your personal data. If you have questions or comments about MICPA's administration of personal data you may contact us at micpa@micpa.com.my or call us at +603-2698 9622.