

**PERSONAL DATA PROTECTION NOTICE**

**Dear NEC's customer(s)/distributor(s)/dealer(s)/business associate(s)/vendor(s)/supplier(s)/service provider(s),**

NEC respects and is willing to protect your Personal Data.

The purpose of this Personal Data Protection Notice is to bring to your attention NEC's practices and policies relating to the collection, processing, disclosure and retention of your Personal Data pursuant to the Personal Data Protection Act 2010 ("the Act") which came into force on 15 November 2013.

"Personal Data" refers to information about an identifiable individual which may include your name, designation, company's name, contact details, email address and any other personal data required for the Purposes (as set out below).

The purposes for which your Personal Data may be used are including, without limitation ("Purposes"):-

1. Assessing and processing any registrations / applications that you have submitted to NEC;
2. Profiling you and/or your company as customer(s)/distributor(s)/dealer(s)/business partner(s)/vendor(s)/supplier(s)/service provider(s) including but not limited to any financial background or credit checking;
3. Managing and administering your account(s) including facilitating / conducting our business transactions / activities;
4. Conduct business / commercial / procurement transactions between the Group (as hereinafter defined) with you and/or your company;
5. Effecting delivery of products / services to you, locally or abroad
6. Communicating with you including but not limited to:
  - i. Advertising and marketing NEC products and services to you;
  - ii. Responding to your inquiries or raising inquiries;
  - iii. Conducting statistical analysis and/or customer satisfaction surveys;
7. Ensuring corporate governance, compliance, security, fraud prevention;
8. Defend or extend any of our rights in contractual relationship with you; and/or
9. Such other administrative purposes which relate to the above and as may be required by law, including, communicating the same to customs and regulatory authorities or by the order of a court.

The Personal Data that NEC retains are sourced from information provided by you in past dealings with NEC and/or may be provided by you in the future through the sale / use of the products/services provided by or to NEC, the use of NEC's websites, from your access to NEC premises/facilities and/or as may otherwise be collected by NEC.

Where the Personal Data is indicated as being mandatory, NEC may in certain instances be faced with delays or be unable to provide you with the contracted services which you require should you fail to provide NEC the required Personal Data. It is your obligation to ensure that all Personal Data submitted to NEC and retained by NEC are accurate, not misleading, updated and complete in all aspects.

Further, NEC may request your assistance to procure the consent of third parties whose Personal Data is made available by you to NEC and you hereby agree to use your best endeavours to do so.

NEC also discloses this Personal Data to other members of NEC's group of companies ("the Group") and to NEC's supplier(s), service provider(s) and business associate(s), whether based in Malaysia or abroad, who are involved in the fulfillment of your requests or the services and/or products contracted for.

NEC also outsources certain of its internal functions, whether based in Malaysia or abroad, including but not limited to invoicing and the mailing of account statements, transportation services, information technology services, warehouse services, etc to third parties who are bound to abide by NEC's practices and policies relating to the processing and retention of your Personal Data.



NEC Corporation of Malaysia Sdn. Bhd.

NEC wishes to assure you that other than in the instances stated herein and for any other legitimate purposes, NEC will not share, sell, rent, trade and/or disclose your Personal Data to any unauthorised third party in contravention of applicable laws unless your consent has been obtained.

The Act grants you certain rights to seek access to and/or to correct Personal Data retained by NEC. This right may be exercised at any time, however, please be advised that in certain limited circumstances, your rights may be restricted pursuant to the Act.

Should there be any change in your Personal Data, it shall be your responsibility to advise and update NEC in writing.

**\* Additional Notice to vendor(s)/supplier(s)/service provider(s)**

Please be advised that NEC as a data user must comply with provisions of the Act. As part of this compliance exercise and as a contracting party with NEC (“Contracting Party”), your observance and compliance of the Act and this Personal Data Protection Notice are essential, necessary and a must by virtue of your contract, agreement or arrangement with NEC and your obligations thereunder. Kindly ensure compliance at all times by you, your employees, agents, advisors and independent contractors.

This Personal Data Protection Notice may be revised from time to time. Notice of any such revision will be available at NEC’s website and/or by such other means of communication deemed suitable by NEC.

In the event of any conflict between this English language Personal Data Protection Notice and its corresponding Bahasa Malaysia Personal Data Protection Notice “Notis Perlindungan Data Peribadi”, the terms in this English language Notice shall prevail.

We trust that you consent and agree to the terms above with respect to our processing of your personal information. If you do not consent to the above or should you have any questions regarding your Personal Data, please contact us at the addresses provided below:

**Mailing Address:** NEC CORPORATION OF MALAYSIA SDN BHD  
Suite 20-01, Level 20, The Gardens North Tower  
Mid Valley City, Lingkaran Syed Putra  
59200 Kuala Lumpur, Malaysia  
**Kind Attention:** Personal Data Protection Policy Unit

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