

Privacy & Policy

NOTICE

This Privacy Policy serves as a notice in compliance with the Personal Data Protection Act 2010 (hereinafter referred to as “Act” or “PDPA”), it applies to SkyWiz Group of Companies which includes all its subsidiaries, related and/ or associated companies (“SkyWiz Group”, “we”, “us”, or “our”) as well as any of SkyWiz Group’ website, social media accounts, associated company(ies), joint venture partners, shareholder(s), director(s), employee(s), supplier(s), contractor(s) and/or its permitted person(s).

This notice informs data subjects, including but not limited to our employees, purchasers/customers, suppliers, business partners and stakeholders, of their rights with regard to the personal data that has been and/or may be collected and/or processed by us.

By providing your personal data to us and/or continuing access to our website (“Site”), you declare that you have read and understood this Privacy Policy and agree to us processing your personal data in accordance with the manner as set out in this Privacy Policy.

We reserve the right to modify, update and/ or amend this Privacy Policy from time to time with reasonable prior notice to you. We will publish the latest amended Privacy Policy on our website. Please check our website regularly for any updates to our Privacy Policy. Any amendments to this Privacy Policy will be effective upon notice to you. By continuing to communicate with us, use our services, purchase our products and/or access to the Site after being notified of any amendments to this Privacy Policy, you will be treated as having agreed to and accepted those amendments.

COLLECTION AND USE OF PERSONAL DATA

We have collected and/or may collect your personal data, via our forms, documents website and/or social media accounts, to be, for all intents and purposes, processed and utilized by us on your behalf in the course of your present and/or future dealings with SkyWiz Group. We may “process” your personal data by way of collecting, recording, holding, storing, using and/ or disclosing it. We will ensure that your personal data is used consistent with our Privacy Policy.

PERSONAL DATA THAT SKYWIZ GROUP COLLECTS

The personal data that we collect from you may include but is not limited to:

- i. Full name
- ii. Age
- iii. Identity card number/Passport number
- iv. Photograph
- v. Postal address (including office address)
- vi. Gender
- vii. Date of birth
- viii. Marital status

- ix. Details of family members such as spouse, children or guardian(s)
- x. Height and weight
- xi. Spoken and written languages
- xii. Thumbprints
- xiii. Occupation
- xiv. Contact information (including e-mail address, mobile and/or house number, facsimile number and office number)
- xv. Salary range
- xvi. Credit card or bank account information
- xvii. EPF (Employee Provident Fund) number
- xviii. Income tax number

PURPOSES OF ACQUIRING AND PROCESSING YOUR PERSONAL DATA

The personal data collected enables SkyWiz Group to handle various dealings and transactions in relation to the relevant matters.

- i. Agreements and Arrangements Purposes
 - a. Entry into necessary agreements, contracts, memorandum, and/or arrangements to purchase products and/or services from us, for example: sale and purchase agreement.
 - b. Credit assessments and other background checks as deemed necessary and appropriate by us.
 - c. Collection of outstanding payments from clients as stated in agreements.
 - d. Vacant possession, handing over of keys, property/estate management, customer care and/or defect rectification works.
 - e. Necessary performance or other obligations abiding the agreements, contracts, memorandum and/or arrangements.
- ii. Goods and Services Purposes
 - a. Delivery of our products and/or services regardless of present or future.
 - b. Customer relationship management procedures.
 - c. Client profiling related to our products and services.
 - d. Communication with clients through e-mail, telephone calls, text messages and/or social media.
- iii. Marketing and Records Purposes
 - a. Delivery of our products and/or services regardless present or future.
 - b. Customer relationship management procedures.
 - c. Client profiling related to our products and services.
 - d. Communication with clients through e-mail, telephone calls, text messages and/or social media.
- iv. Legal Compliance Purposes
 - a. Prevention or reporting any crime including but not limited to fraud, bribery and money laundering.
- v. Employment Purposes

- a. For the purpose of assessing one's suitability of employment with us, performing the contract of service, personnel administration, training and management purposes, purposes related to a benefit provided to one as an employee of SkyWiz Group.

We will seek your separate consent for any other purposes which do not fall within the categories stated above.

We may also be collecting from sources other than yourself, personal data about you, for one or more of the above Purposes, and thereafter using, disclosing and/ or processing such personal data for one or more of the above Purposes.

THIRD PARTIES PERMITTED

The third parties authorized to access your personal data with your consent include:

- i. Our associated partners and related companies.
- ii. Business partners including online business affiliates, distributors, retailers, and agents that distribute or deal with our products.
- iii. Our auditors, engineers, quantity surveyors, land surveyors, business consultants, accountants and lawyers as we deem necessary.
- iv. Contractors and sub-contractors, suppliers, and product providers including third party property management or marketing entities.
- v. Any party to whom we are required under law or in response to local, state or federal authority, enforcement agency, statutory authority, court of laws, tribunal, and associations legally authorized by law.
- vi. Payment channels including but not limited to banks and financial institutions for purpose of accessing, verifying, effectuating and facilitating payment of any amount due to us in connection with your purchase of our products and/ or services.

CONSEQUENCES OF NOT CONSENTING TO THIS PRIVACY POLICY

The collection of your personal data by us may be mandatory or voluntary in nature depending on the Purposes for which your personal data is collected. Where it is mandatory for you to provide us with your personal data, and you fail or choose not to provide us with such data, or do not consent to the above or this Privacy Policy, we will not be able to provide our products and/or services or otherwise deal with you, if at all.

SECURITY

SkyWiz Group may hold your information in either electronic or hardcopy form and we take precautionary measures to ensure the adequate safeguarding of your personal data against unauthorized access, misuse, theft, alteration, destruction and disclosure.

We will make reasonable updates to its security measures from time to time and ensure the authorized parties & authorized third parties only use your personal data for the Purposes set out in this Privacy Policy.

The Internet is not a secure medium. However, we will put in place various security procedures with regard to the Site and your electronic communications with us. All our employees and data processors, who have access to, and are associated with the processing of your personal data, are obliged to respect the confidentiality of your personal data.

We will ensure that hardcopy documents/forms containing personal data are shredded, destroyed or disposed securely or that electronically stored personal data are permanently deleted if they are no longer required

We cannot and do not accept responsibility for any unauthorized access or interception or loss of personal data that is beyond our reasonable control.

YOUR RIGHTS

You have the right to request access to your own personal data and we will endeavor to provide you with suitable means of accessing it (e.g. by emailing or mailing it to you).

In addition, you can request for corrections/amendments to your own personal data in cases of data inaccuracy, incompleteness or out-of-date. However, if we do not agree that there are grounds for amendment, we will add a note to the personal data stating that you disagree with it and inform you of our refusal and reason for our refusal.

You are also entitled to limit our processing of your personal data by expressly withdrawing your prior consent, subject to contractual agreements and with reasonable notice.

CONTACT DETAILS

If you have any questions about this Privacy Policy, or to make inquiries or complaints regarding your personal data or our Privacy Policy in relation to processing your personal data, you may contact us at the contact details below :-

Address: Level 1, Menara The Wave, Kota Laksamana Jaya, Jalan KLJ 5, 75200 Melaka.
(Malaysia)

Contact no: 06-2889 138

E-mail Address: hr@skywizgroup.com