



MICG

MALAYSIAN INSTITUTE OF
CORPORATE GOVERNANCE

PDPA Notice



PERSONAL DATA PROTECTION NOTICE

(Updated 12 December 2023)

This Personal Data Protection Notice (“Notice”) describes how the Malaysian Institute of Corporate Governance (MICG) collects and processes your Personal Data.

1.0 Collection of Personal Data

- 1.1 Personal Data means personal information capable of identifying you, including without limitation your name, age, gender, nationality, identity card/passport number, contact details, image or photograph, academic and professional credentials, employer details, banking and payment details, CCTV images or camera recordings through the use of close circuit cameras and all such other information which may identify you that has been or may be collected, stored, used and processed by MICG from time to time.
- 1.2 MICG also collects and processes sensitive Personal Data, including but not limited to information relating to your religious beliefs, health, and criminal records.
- 1.3 MICG may collect and process your Data:
 - a) when you register as a member with MICG,
 - b) when you request for information on products and services of MICG;
 - c) when you register for marketing events, forums, conferences, seminars, workshops, training courses and certification with MICG either through MICG directly or through your employer;
 - d) when you access or use MICG’s website;
 - e) when your employer provides your Personal Data to MICG for purposes of training/certification courses;
 - f) when you communicate or interact with MICG through social media platforms or social networking sites;
 - g) when you participate in our social media campaigns and surveys;
 - h) when you commence any business relationship with us and
 - i) when you visit our offices.
- 1.4 MICG may also collect and process Personal Data through photo capturing or video recording for publications, webcast relays, surveillance of premises, or for MICG’s records, as deemed relevant.
- 1.5 The collection and processing of personal data may be obligatory or voluntary. You will be informed whether the collection and processing are compulsory or voluntary. The provision of your Personal Data is mandatory if you wish to register as a member of MICG and if you wish to attend marketing events, forums, conferences, seminars, workshops, training courses, and certification courses organised by or through MICG. Please note that if you do not provide your Personal Data, your experience with MICG may be affected.

- 1.6 By providing us with your Personal Data, you now consent to MICG processing your Personal Data by this Notice.
- 1.7 In some circumstances, you may have provided personal data relating to others (such as your spouse, family members, or friends). In such circumstances, you represent and warrant that you are authorised to provide their data to MICG. You have obtained consent for their data to be processed and used as outlined in this Notice.

2.0 Purposes of Processing

2.1 MICG may use and process your Personal Data for the purposes relating to the business and activities of MICG, which shall include but not limited to the following (the "Purposes"):

- a) to process your application to register as a member of MICG and our learning partners;
- b) to process your application to enrol in forums, conferences, seminars, workshops, training/certification courses, or examinations;
- c) to communicate with you about your membership with MICG or related to the forums, conferences, seminars, workshops, training/certification courses or examinations you have enrolled for;
- d) to process your examination results and award for certification courses;
- e) for internal administrative and analysis purposes of MICG, including publishing your name and membership number in MICG's annual report;
- f) to help MICG develop its business, activities, products, and services;
- g) to invite you to events and functions organised by MICG;
- h) to process any complaints about you submitted under MICG's Complaints and Investigation Regulations;
- i) to process your complaints submitted under MICG's Complaints and Investigations Regulations;
- j) for purposes of investigations (including investigations within or outside MICG), detection, prevention, and prosecution of crime;
- k) for administration and internal record-keeping purposes;
- l) to protect and defend MICG's rights or property; and
- m) for MICG to comply with its obligations under applicable laws and regulations.

2.2 MICG may also use and process your data for other purposes about the Purposes ("Additional Purposes") such as:

- a) to take your photograph or picture at events/functions/training sessions organised by MICG for non-profit-making reasons, including the Institute's newsletter, annual report, website, and social media platforms/social networking sites;
- b) to provide, market and promote your products and services that are or may be offered by MICG or its partners, such as other businesses or certification bodies;
- c) to identify products and services that may be relevant to you from other partners, suppliers, and third parties.
- d) MICG may contact you for the Purposes and Additional Purposes by telephone calls, emails, short messaging service, post, facsimile, social media, or any other form of communication available. If you do not wish to have your Personal Data processed for Additional Purposes, kindly submit a written request to us via the contact details provided under Paragraph 16: Access and Correction Requests and Inquiries.

3.0 Transfer of Personal Data

3.1 Your Data may be transferred to, stored, used, and processed in a jurisdiction outside Malaysia for any purposes specified in this Notice and applicable laws and regulations. Transferring personal data to a jurisdiction outside Malaysia may be necessary for different purposes, including purposes related to certification, membership, and administration.

4.0 Disclosure to Third Parties

4.1 For the Purposes and Additional Purposes, MICG may share or disclose your Personal Data with:

- a) your employer for the purposes related to your membership, learning progress and certification;
- b) your potential employer or recruitment agencies for purposes related to your membership, e.g., confirming your membership with MICG;
- c) MICG's third-party service providers to facilitate and perform certain business functions for MICG;
- d) MICG's partners, such as other certification bodies;
- e) MICG's professional advisors and external auditors;
- f) Other professional bodies of which you are a member, in cases where there has been a complaint about you made under MICG's Complaints and Investigation Regulations;
- g) any agent acting on behalf of MICG; and
- h) Statutory and regulatory authorities must comply with statutory and government requirements.

5.0 Use of Cookies

5.1 MICG may use Cookies, which are small text files that the Website may place on your computer or mobile device when you visit the Website. For example, MICG may collect your IP address and web browser software (such as Firefox, Internet Explorer, or Safari) and store the details in a unique encrypted cookie. MICG will not be able to obtain your Data or identify you by using Cookies alone unless you provide your Personal Data to MICG. Using Cookies will help the Website or another referring website authenticate current user access and recognise your device the next time you visit the Website. This will allow MICG to retrieve your account and preferences, login/application details, analyse how well the Website is performing, or even allow MICG to recommend content MICG believes will be most relevant to you.

5.2 You may turn off the Cookies function from your computer. We recommend that you turn on the Cookies function to enhance your usage of our website. By turning off the Cookies function, you may be unable to access many services and tools offered on the Website.

6.0 Links to Third-Party Websites

6.1 The Website may contain links to third-party websites. Please note that MICG is not responsible for the collection, use, maintenance, sharing, or disclosure of data and information by such third parties. Suppose you provide information directly to such sites. In that case, the privacy policy and terms of service on those sites are applicable, and

MICG is not responsible for such sites' information processing practices or privacy policies.

7.0 Personal Data Security

- 7.1 MICG will take reasonable steps and precautions to protect the personal data we collect from misuse, loss, unauthorised disclosure or access, and unauthorised modification and destruction. Reasonable steps will also be taken to ensure that the third-party data processors we appoint will take reasonable steps to safeguard personal data and comply with applicable data protection laws. While we take reasonable steps to protect your data, we are unable to guarantee that the personal data will not be subject to third-party interference, misuse, or hacking, and we shall not be responsible or held liable for any loss, misuse, or alteration arising as a result of such incidents.

8.0 Access and Correction Requests and Inquiries

- 8.1 Subject to any exceptions under applicable laws, you may request access or correction to your Data held by MICG, submit your queries or complaints about the processing of your Personal Data, limit the processing of your Data for Additional Purposes, and withdraw your consent for the Additional Purposes by submitting a written request to the following: -

Malaysian Institute of Corporate Governance
3A-02 Block F
Pusat Dagangan Phileo Damansara 1
9 Jalan 16/11, Off Jalan Damansara
46350 Petaling Jaya
Selangor Darul Ehsan
Tel: (603) 7957 6799
Email: info@micg.org.my

- 8.2 When submitting your request, please provide all necessary information enabling MICG to identify you correctly. Such information shall include your full name, contact details, address, and other relevant details. We may refuse your request for access and correction if insufficient information is provided. A request for access to your Personal Data may be subjected to fee payment by the applicable laws and regulations.
- 8.3 MICG reserves the right to refuse your requests for access and 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.

9.0 Acknowledgement and Consent

- 9.1 MICG shall have the right to modify, update, or amend the terms of this Notice at any time by placing the updated Notice on the Website. Any changes to the Notice shall be effective upon posting the updated or amended Notice on MICG's Website. By continuing to communicate with MICG, by using MICG's services (including using this Website) or continuing to be a member of MICG following the modifications, updates, or amendments to this Notice, such actions shall signify your acceptance of such modifications, updates, or amendments.

10.0 Miscellaneous

- 10.1 This Notice is governed and shall be construed by the laws of Malaysia. This notice is prepared in English and Malay. If there is any conflict between the English and Malay versions, the English version shall prevail.

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