



## PRIVACY NOTICE

### 1. Definitions:

- "Us", "our" and/or "we" means Qinetics Solutions Sdn Bhd and/or any company, organization, body corporate, and/or entity forming any part of Qinetics Solutions Sdn Bhd;
- "PDPA" means Personal Data Protection Act 2010 and any and all subsidiary legislation, regulations, and/or orders made thereunder and as may be supplemented from time to time and any guidelines and/or directives issued by any relevant authority;
- "Personal data" has the meaning assigned to it under the PDPA; and
- "Processing" shall have the meaning assigned to it by the PDPA.
- "Products and/or services" means any products, goods, items, services, websites, applications, amenities and/or facilities provided by us.

2. Your personal data will be processed by us or by parties acting on our behalf. Such personal data will include (but will not be limited to) your name, national registration identity card number, passport number, nationality, race, birth date, age, gender, address, telephone number, e-mail address, religious beliefs, medical records, criminal records, affiliations and any other information relating directly or indirectly to you or which may be used to identify you.
3. We may process your personal data for any purpose relating directly or indirectly to our engagement and to achieve any other purpose which, in our estimation, is necessary and/or reasonable.
4. We may collect your personal data from the following sources -
  - From you;
  - From any publicly available source; and
  - From any third party.
5. You have the right to request access to and to request correction of your personal data. We reserve the right to refuse any request for access or correction to your personal data. To exercise this right, please contact us using the contact information provided in this document. Note that your exercise of the aforesaid right may have effects on our engagement (such effects may include cessation of the engagement) to you and we are not liable for any loss, damage, or any other liability resulting directly or indirectly from such effects.

6. We may disclose your personal data to the following parties: -
  - A party to whom disclosure is provided for under law or required by an authority;
  - A company related to us;
  - Our business partners, agents, employees, contractors, sub-contractors, service providers, and suppliers;
  - Auditors, consultants, accountants, lawyers, or advisors; and
  - Any other party to whom disclosure is, in our estimation, necessary and/or reasonable in the circumstances.
  
7. You have the right to limit our processing of your personal data. To exercise this right, please contact us using the contact information provided in this document. Note that your exercise of the aforesaid right may have effects on our engagement (such effects may include cessation of the engagement) to you and we are not liable for any loss, damage, or any other liability resulting directly or indirectly from such effects.
  
8. The personal data you provide to us is obligatory and necessary in order for us to provide you with the products and/or services. Any failure to provide such personal data may have effects on our engagement (such effects may include cessation of the engagement) to you and we are not liable for any loss, damage, or any other liability resulting directly or indirectly from such effects.
  
9. Contact details:

Head Human Capital, Qinetics Solution Sdn Bhd  
L4-E-2, HIVE 5, Mranti, Bukit Jalil  
57000 Kuala Lumpur  
Federal Territory of Kuala Lumpur  
Telephone No.: 03-8996 6788  
Fax no.:  
E-mail address: [oda@qinetics.net](mailto:oda@qinetics.net)



## **Personal Data Protection Act (PDPA) Statement**

Qinetics Solutions Sdn Bhd and/or any company, organization, body corporate, and/or entity forming any part of Qinetics Solutions Sdn Bhd is committed to protecting the privacy and confidentiality of personal data entrusted to us. As such, we adhere to the principles and requirements set forth in the Personal Data Protection Act 2010 (PDPA) of Malaysia.

### **1. Collection and Use of Personal Data**

We collect personal data from our customers, employees, business partners, and other stakeholders only for legitimate purposes related to our business activities. The types of personal data we may collect include, but are not limited to, names, contact information, identification numbers, and transaction records.

### **2. Consent**

We obtain consent from individuals before collecting, using, or disclosing their personal data, unless otherwise permitted by law. Consent may be obtained verbally, in writing, or through implied means, depending on the circumstances and sensitivity of the personal data involved.

### **3. Purpose Limitation**

Personal data is collected for specific and legitimate purposes, and we do not process personal data in any manner that is incompatible with these purposes. We ensure that personal data is only used for the purposes it was collected or for purposes directly related to those purposes.

### **4. Data Accuracy and Retention**

We take reasonable steps to ensure that personal data held by us is accurate, complete, and up-to-date. Personal data is retained only for as long as necessary to fulfil the purposes for which it was collected, or as required by law.

### **5. Security Safeguards**

We implement appropriate technical and organizational measures to protect personal data from unauthorized access, disclosure, alteration, or destruction. These measures include encryption, access controls, and regular security assessments.

### **6. Openness and Transparency**

We are transparent about our data protection practices and policies. Individuals have the right to access information about how their personal data is processed and to request access to their own personal data held by us.

## **7. Individual Rights**

Individuals have the right to request access to, correction of, or deletion of their personal data held by us. We will respond to such requests in accordance with the PDPA and other applicable laws.

## **8. Accountability**

We are accountable for ensuring compliance with the PDPA and for the actions of third parties to whom we disclose personal data for processing on our behalf. Our employees are trained to understand their responsibilities under the PDPA.

## **Contact Information**

If you have any questions, concerns, or requests regarding our handling of personal data, please contact our Head of Human Capital at [oda@qinetics.net](mailto:oda@qinetics.net) or 03-8996 6788.

## **Updates to this Statement**

We may update this PDPA statement from time to time to reflect changes in our data protection practices or legal requirements. Any updates will be posted on our website or communicated through other appropriate channels.