



# PERSONAL DATA PROTECTION POLICY

PREPARED BY		APPROVED BY	
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Date	30.1.2024	Date	30.1.2024

	<b>PERSONAL DATA PROTECTION POLICY</b>	Doc No: LESB-MR-PDP Revision: 0
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## 1. Purpose

The purpose of this Personal Data Protection Policy is to ensure compliance with the Personal Data Protection Act 2010 (“the Act”) and to manage the personal data collected by Linsun Engineering Sdn. Bhd. (LESB). This policy outlines how we handle personal information and the purposes for which it may be used.

## 2. Scope

This policy applies to all staff, contractors, and individuals involved in processing personal data on behalf of LESB.

## 3. Collection and Usage of Personal Data

We collect and process personal data for the following purposes:

1. **Internal Record Keeping:** Maintaining accurate records within LESB.
2. **Service Provision:** Providing services to customers.
3. **Product and Service Improvement:** Enhancing our products and services.
4. **Supplier Relationships:** Facilitating interactions with suppliers.
5. **Recruitment:** Assessing job applications.
6. **Internal Activities:** Conducting LESB’s internal operations.
7. **Communication:** Sending festive messages, promotional offers, and special invitations.
8. **Customer Insights:** Understanding customer needs and preferences.
9. **Security and Fraud Prevention:** Ensuring security and preventing fraud.
10. **Statistical Analysis:** Analyzing data for business insights.
11. **Profiling:** Creating customer profiles.
12. **Finance and Marketing:** Supporting financial and marketing activities.
13. **Corporate Governance:** Complying with governance requirements.
14. **Corporate Exercises:** Managing corporate activities.
15. **Event Invitations:** Sending selective event invitations.
16. **Legal Compliance:** Complying with the Companies Act 2016.
17. **Media Engagements:** Inclusion in media events.
18. **Event Management:** Preparing guest invitations and registrations.

## 4. Data Collection Methods

We collect personal data through online forms, guest lists, business cards, guest books, and events organized by LESB.

## 5. Types of Personal Data

You may be required to provide the following personal data:

- Name
- Company Name
- Address
- Country
- Telephone Numbers
- Fax Numbers
- Email Addresses

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## **6. Responsibilities**

All employees handling personal data must adhere to this policy and protect the privacy of individuals.

## **7. Retention**

We retain personal data only for the duration necessary to fulfill the specified purposes.

## **8. Compliance**

LESB ensures compliance with the Act and regularly reviews and updates this policy.