



Personal Data Protection Notice

Pursuant to the requirements of the Personal Data Protection Act 2010, this Personal Data Protection Notice describes how the Association of Consulting Engineers Malaysia ("ACEM") processes and uses your Personal Data.

1. Collection of Personal Data

"Personal Data" means information about you, from which you are identifiable. This may include your name, identity card number, passport number, telephone numbers, fax number, address, email address, date of birth, race, gender, marital status, information about your company and your designation in your company, any information about you which you have provided to ACEM through correspondences between you and ACEM and/or any information about you that has been or may be directly or indirectly collected and processed by ACEM from time to time.

In addition to the Personal Data obtained from you directly, ACEM may also collect your Personal Data from a variety of sources, e.g., from application forms, registration forms and publications that may contain your personal data, when you interact and communicate with ACEM personnel at events or when you make enquiries at the ACEM office.

2. Purpose of Processing Personal Data

ACEM may process your Personal Data for the purpose relating to the business and activities of ACEM which shall include but not limited to the following:

For ACEM membership –

- to process your application for all categories of ACEM membership;
- to register you or your firm with ACEM;
- to provide you with the services and/or products requested by you or your firm as members of ACEM;
- for promotion of the profession of consulting engineering.
- to deliver news and notices pertaining to the practice of consulting engineering.

For participation in activities/events –

- to deliver notification/invitations to activities or events;
- to process your participation in any activities, events or competition organised by ACEM.

General –

- for ACEM to comply with its obligations under applicable laws;
- to assist with any government agencies or bureaus or bodies including regulatory or police investigation in compliance with applicable laws;
- to facilitate the enforcement of your obligations with us, including but not limited to any default in payment of any outstanding monies owing to ACEM;
- to communicate with you for the purposes listed in this Notice by way of short message service (SMS), telephone, post and/or by email and to respond to enquiries, comments and feedback from you.

If you do not provide us with your Personal Data we will not be able to deliver notices, information about our services and/or products in relation to the objectives and business of ACEM.

3. Disclosure to Third Parties

Your Personal Data may be transferred, accessed or disclosed to third parties for the purposes of promoting consulting engineering services within the country or overseas. ACEM may engage other companies, service providers or individuals to perform functions on behalf of ACEM, and may provide access or disclose your Personal Data to such service providers or third parties. The third parties referred to in this section may include but not limited to:

- Service providers such as IT service providers, data entry providers, printing service providers, mailing service providers and design/advertising agencies;
- Professional advisors including our legal advisors, auditors, accountants and consultants;
- Regulatory and governmental authorities in order to comply with statutory and government requirements.



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4. Links to Third-Party Websites

The ACEM website may contain links to third parties' websites. Please note that ACEM is not responsible for the collection, use, maintenance, sharing, or disclosure of data and information by such third parties. If you provide information directly to such sites, the privacy policy and terms of service on those sites are applicable and ACEM is not responsible for the information processing practices or privacy policies of such sites.

5. Access & Correction Requests and Inquiries

Subject to any exceptions under applicable laws, you may request for access to and/or request correction of your Personal Data, request to limit the processing of your Personal Data and/or make any inquiries regarding your Personal Data by email to: sec@acem.com.my to the attention of the Honorary Secretary.

Please note that if you withdraw your consent for ACEM to process your Personal Data for the purposes listed in this Notice, ACEM may not be able to provide you with notices, services and/or products requested by you.

6. Safeguarding your Personal Data

We shall endeavour to implement safeguard measures in the collection, processing and use of your Personal Data to prevent unauthorized use of your Personal Data.

7. Acknowledgement and Consent

You confirm that you have read and understood this Notice and consent to the processing of your Personal Data by ACEM as described above. In the event you do not consent to the processing of your Personal Data as described in this Notice, please contact ACEM using the contact details above.

ACEM reserves the right to modify, update or amend this Notice at any time by placing the updated Notice on the ACEM website at <http://www.acem.com.my>.

In the event of any conflict between the English version and the Bahasa Malaysia version of the Personal Data Protection Notice, the English version shall prevail.

Thank you

Ir. Chow Tet Fah
Honorary Secretary

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