



MIPA
**MALYSIAN INTELLECTUAL
PROPERTY ASSOCIATION**

Personal Data Protection Act 2010 Notice

[To be signed and returned with the completed membership application form]

This notice explains how we process the personal data we collect from you.

Personal Data which we collect from you

When you join or apply to join our organization, we would ask for your personal data which may include the following ("Personal Data"):-

Name, national registration identification card number, passport number, e-mail address, postal address, telephone number, mobile number, employment details, marital status, gender, nationality, personal interests, skills, languages, education or other related qualifications and all other related information necessary and incidental to our organization.

How we collect your Personal Data

We collect your Personal Data through several methods which include but are not limited to:

- (a) application forms or other forms;
- (b) from our affiliates or associates;
- (c) during meetings or interviews with us;
- (d) from manual or electronic communications with us or documents provided to us prior to or during the course of our business;
- (e) from our website;
- (f) from use of cookies on our website;
- (g) from persons related to our organization;
- (h) from the public domain.

It is not obligatory for you to provide us with all the Personal Data that we request for. However, certain Personal Data may be required to enable us to meet your requirement and your failure to supply the required Personal Data may result in our inability to meet your requirement.

How we use your Personal Data

We use your Personal Data for purposes which may include:

- 1) exercising or performing any right or obligation which is conferred or imposed by law on our organization in connection with employment;
- 2) for the conduct of business and provision of services in the capacity of an organization comprised of practitioners in the field of intellectual property and other interested parties;
- 3) for pursuing the legitimate interests of the organization including processing which is necessary and incidental to the carrying out of the conduct of the business of the organization and providing our services;

- 4) for understanding and meeting our members' needs and updating our records about our members;
- 5) for maintaining and securing our offices;
- 6) for carrying out surveys, research and analysis to enhance our services;
- 7) for promoting and marketing our services;
- 8) for handling queries and complaints;
- 9) for complying with laws and regulations including requirements of any government or quasi-government or regulatory authorities or court of law; and
- 10) for all other purposes, necessary or incidental to our objectives or business and all purposes necessary for or related to any of the above purposes.

To whom we disclose your Personal Data to

When processing your Personal Data, we may disclose your Personal Data to the following persons:

1. any of our members and staff on a need-to-know basis;
2. our auditors, lawyers, consultants, insurers, proposed insurers, advisers, bankers, agents, third party service providers, business partners or associates who are under a duty of confidentiality to us;
3. government or quasi-government and regulatory authorities in Malaysia and in countries where we, our auditors, lawyers, advisers, bankers, agents, third party service providers, business partners or associates have a presence; and
4. all other persons or bodies who provide us with services necessary and incidental to our business; and
5. persons who have dealings with the organization, necessary for the conduct of the organizations's activities.

Transfer abroad

We may also transfer your Personal Data to a place outside Malaysia when carrying out any of the purposes stated herein.

Accessing and updating your Personal Data

Subject to payment of a fee you have the right to request access to and correction of your Personal Data which is held by us, or if you have any questions about our PDPA Notice or if you have any queries or complaints relating to misuse or suspected misuse of your Personal Data, please write to us using the contact details below or visit us at our office.

Designation: Compliance Officer
(Norunnuha bt Datuk Hj Nawawi, Hon Secretary)

Address: MIPA
W-10-17, Menara Melawangi,
Pusat Perdagangan Amcorp,
18 Jalan Persiaran Barat,
46050 Petaling Jaya,
Selangor Darul Ehsan

Tel. No.: +603 – 7960 3002

Fax No.: +603 – 7960 4002

E-mail: secretariat@mipa.org.my

We update our PDPA notice from time to time

We review and update this PDPA Notice from time to time to reflect the changes in law, business practices, procedures and structure. We would ask you to obtain the latest version of our PDPA Notice by contacting us to ensure you are familiar with the most recent version. By maintaining your membership with us after communication of the most recent version of our PDPA Notice, you are accepting and consenting to the revision and update contained therein.

Your consent

By disclosing your Personal Data to us, you agree and consent to us processing your Personal Data for the purposes stated herein including contacting you by letters, emails, text messages, cross-platform mobile messaging application (eg. WhatsApp), telephone, facsimile or other modes of communication.

Kindly be informed that you have the right to withdraw your consent or restrict the purpose(s) and method(s) in which we process your Personal Data and the personal data relating to other persons who may be identified from your Personal Data at any time by completing the prescribed form which may be obtained by visiting our offices stated above.

CONFIRMATION / PENGESAHAN

I have read and understood this PDPA Notice:

Full Name as per NRIC or Passport

Signature

NRIC No. or Passport No.

Rubber Stamp if Corporate Member

Date