

ADVANCE SYNERGY BERHAD

[Registration No. 192001000024 (1225-D)]

► PERSONAL DATA NOTICE

Advance Synergy Berhad (“**ASB**”, “**we**”, “**us**” or “**our**”) and our subsidiary companies (hereinafter referred to as “**ASB Group**”) are mindful of our obligation to comply with the Personal Data Protection Act 2010 (the “**Act**”), which regulates the processing of personal data in commercial transactions including any subsidiary legislation, regulations, standards, guidelines and amendments made thereunder from time to time.

The terms “personal data” and “processing” for the purpose of this Personal Data Notice shall have the meaning as prescribed in the Act.

For the purpose of this Personal Data Notice:

“**Sensitive Personal Data**” shall have the meaning prescribed under the Act and includes personal data consisting of information as to physical or mental health or condition, political opinions, religious beliefs or other beliefs of a similar nature, biometric data, the commission or alleged commission of any offence and any other personal data prescribed by law as sensitive personal data.

“**Data Processor**” means any person, other than an employee of ASB and/or ASB Group, who processes personal data solely on behalf of ASB and/or ASB Group.

This Personal Data Notice is applicable to any person whose personal data is processed by or on behalf of ASB and/or ASB Group and serves to inform you on how your personal data is being processed.

1. The personal data processed by us may include your name, date of birth, gender, identity card number, passport number, designation, company’s name, contact details, email address, correspondence details, transaction information, visitor information, CCTV recordings, access records and such other personal data may be collected for the below-mentioned purposes.
2. Sensitive Personal Data is not generally collected unless it is necessary for the fulfilment of the Purposes (as defined herein) and provided that we have your express written consent or where otherwise permitted under applicable law.
3. Your personal data, including sensitive personal data (“**Data**”) may be collected from diverse sources, including information you may have provided and may continue from time to time to provide us, information from third parties (including and without limitation from regulatory and law enforcement) and information in the public domain, information obtained through our website, electronic communications, registration forms, applications, enquiries, business dealings, contractual arrangements, CCTV systems and security or access control systems.
4. Your Data is being or will be processed for the purposes for which it was disclosed by you, such as to enable us to process applications and/or registration that you have submitted to us, consider applications for employment and/or consider entering into a contract with you and/or respond to your enquiries. In addition, your Data may be processed to enable us to better manage our contractual relationship and/or to provide you with information on ASB and/or ASB Group, its activities, products and/or services, to conduct internal activities, for research, analysis and statistical purposes, for security, access control, risk management, audit, compliance, governance, fraud prevention, business continuity, information technology administration, customer and stakeholder relationship management, payment processing, billing and collection purposes, for such other purposes as permitted by applicable law or with your consent, and for any other purposes relating hereto (collectively referred to in this Personal Data Notice as the “**Purposes**”).

Failure to supply us with your Data may render us unable to carry out the Purposes. It is also important that the Data you have supplied is accurate, complete, not misleading and up-to-date. Therefore, the onus is on you to update us if your Data has changed.

ADVANCE SYNERGY BERHAD

[Registration No. 192001000024 (1225-D)]

► PERSONAL DATA NOTICE

Your Data may be disclosed to any company within the ASB Group or to our agents, representatives, professional advisors and/or consultants, third party service and/or utility providers, contractors, suppliers and/or vendors including auditors, solicitors, insurers, financial institutions, payment processors, information technology service providers, cloud hosting providers, data centres and Data Processors engaged by us for the Purposes, as well as to the relevant governmental, municipal and/or regulatory or statutory authorities and any other parties as we may deem necessary for the Purposes or legal requirements pursuant to applicable laws or in response to an authoritative body.

In general, your Data will be kept as confidential and will not be disclosed to any unauthorised third party.

5. You have the right to request access to correct your Data held and controlled by us, subject always to certain exemptions as provided by the Act. We endeavor to take reasonable steps to ensure your Data is accurate and up to date, hence, if there are any changes to your Data, we request that you notify us promptly. We shall not be held responsible for any inaccuracies in your Data arising from your failure to notify us of such changes.

Subject to the Act, you may also have the right to withdraw your consent to the processing of your Data, limit the processing of your Data and opt out of receiving marketing or promotional communications from us. Any such request may be subject to applicable legal, contractual and regulatory restrictions.

6. You may direct your data access request, data correction request, withdraw consent and/or cease the processing/not begin the processing of personal data, request to transmit personal data to another data controller of your choice (subject to technical feasibility and compatibility of data format), and any enquiries or complaints regarding your Data to the following:

Designated Contact Person	Data Protection Officer
Mailing address	Advance Synergy Berhad Synergy 9 9 Jalan Kajibumi U1/70 Temasya Glenmarie 40150 Shah Alam Selangor
Telephone Number	+603-5192 8822 ext 225
Facsimile Number	+603-5192 8811
E-mail address	dpo@asb.com.my

Pursuant to the Act:

- a. we may charge a fee for processing your data access request; and
- b. we may refuse to comply with your request for access or correction of your Data.

In order for us to process your requests, enquiries or complaints, you may be requested to provide information to verify your identity. It will also be helpful if you can provide the name of the ASB Group company which is (or which you believe is) processing your Data.

7. For the fulfillment of the Purposes or for compliance with the applicable laws or legal obligations or for internal purposes, ASB and/or ASB Group shall retain your Data for as long as it is necessary from the date of collection.

ASB and/or ASB Group shall take all reasonable steps to ensure the Data which is no longer required for the Purposes be destroyed or permanently deleted or anonymised in accordance with applicable legal and regulatory requirements.

► PERSONAL DATA NOTICE

8. We shall implement reasonable measures to safeguard your Data against unauthorised access, disclosure, alteration, loss or destruction, in accordance with applicable law.

Such measures may include administrative, technical, organisational and physical safeguards, access controls, information security measures and confidentiality obligations imposed on employees, contractors and service providers who process Data on our behalf.

Where Data Processors are engaged by ASB and/or ASB Group, such Data Processors shall be required to implement appropriate security and confidentiality measures in relation to the Data processed by them.

ASB and/or ASB Group maintain procedures for the management and assessment of actual or suspected personal data breaches and shall take such actions as may be required under applicable law.

9. We may store or transfer your Data to a location/place and system outside Malaysia.

Where your Data is transferred, stored, accessed or processed outside Malaysia, ASB and/or ASB Group shall take reasonable steps to ensure that such Data continues to receive a level of protection comparable to that required under the Act.

10. In circumstances that you have provided us with Data of any third parties (e.g. your emergency contact person, tenant, authorised representatives, contractors, lawyers, financiers), we rely on you to have obtained the adequate prior consent of such third parties in allowing us to process their Data for fulfillment of the Purposes and you represent and warrant that you have obtained their consent or are otherwise entitled to provide their Data to us.

11. In using our website and/or by providing to us your Data, you hereby consent to the processing of your Data pursuant to all of the foregoing unless and until you inform us to the contrary.

12. We reserve our right to update, review and amend this Personal Data Notice from time to time to comply with or be consistent with changes in applicable laws and regulations, changes in our business practices, procedures, policies and structure and the changing privacy expectations of the community.

The latest version of the Personal Data Notice will be made available at <http://www.asb.com.my>.

13. If there is any inconsistency or conflict between the English version and Bahasa Malaysia version, the English version will prevail.

14. This Personal Data Notice shall be governed by and construed in accordance with the laws of Malaysia.

Last Updated: 28 July 2026