

## **Personal Data Protection Policy**

The Academy of Risk Management Malaysia Berhad (1340536 T) herein refers to as “ARiMM” is committed to protecting the privacy and confidentiality of your personal information in accordance with the Personal Data Protection Act 2010 of Malaysia (“PDPA”). This Personal Data Protection Policy outlines our practices regarding the collection, use, disclosure, and protection of personal data entrusted to us by our clients, researchers, educators, and other practitioners.

### **Information Gathering and Use of Personal Data**

We may collect your personal data which you voluntarily provide to us such as your full name, national registration identity card’s numbers, contact information such as your email address, home address, telephone number, educational background, and such other information depending on the nature of business relationship you have with ARiMM.

We may use personal data that we obtain for any of the following purposes:

- To verify your identity.
- The processing of your personal data for the purpose of your participation in organised training and events.
- To manage and maintain your data or contract with us.
- To conduct surveys, questionnaires, and provide you with information from us or which we feel may interest you, where you have consented for such purposes.
- To communicate with individuals about our events and annual subscriptions.
- To comply with any legal or regulatory obligations under the applicable laws, regulations, guidelines, or industry codes that apply to us.
- Depending on the extent of consent obtained from you to process, facilitate, administer, and provide you with our services, to carry out, manage and maintain your relationship with us, your commercial transactions, and dealings with us, to send you promotional materials relating to our events.
- To maintain records required for security, claims, or other legal purposes.
- To protect our rights and interests.

We will only do so strictly needed for fulfilment of one of the purposes set out above. Failure to provide your personal data may mean that we are not able to effectively proceed you with our training or events or to carry out any of the abovementioned purposes, if at all.

## **How We Collect Your Personal Data**

We may collect personal data either from you, from your authorized representatives, from third parties, or from publicly available sources which may include (but is not limited to):

- When you register for our events (for example when you submit an application form to become our candidates)
- When you contact us in person, by a phone call or over the counter (for example when you contact us for any inquiries, comments, or feedback, we may keep record of that correspondences)
- When you attend any of our corporate events or any conducted training.
- when you participate in any surveys, questionnaires, competitions, contests, offers, or promotions done internally or via an appointed third party
- When you commence a business relationship with us (for example, as a service provider, or business partner)
- When you apply job with us
- From such other sources where you have given your consent for the disclosure of personal data relating to you, and/or where otherwise lawfully permitted.

## **How We Protect and Safeguard Your Personal Data**

We endeavor to take all reasonable steps to protect your personal data and keep your personal data secure. We maintained appropriate administrative, technical, and physical safeguards to protect against loss, misuse or unauthorized access, disclosure, alteration, or destruction of the personal data you provide to us in accordance with applicable laws. We limit access to personal data we collect about you to our managements, who we reasonably believed need to have access to your information to provide you with the information you may request from us.

## **Period For Which We Store Your Personal Data**

We will retain your personal data in compliance with this Policy and/or the terms and conditions of your agreement(s) with ARiMM for the duration of your relationship with us, for such period as may be necessary to protect the interests of ARiMM or its clients as may be deemed necessary for the purposes for which it was collected or provided to us.

## **Contact Details**

If you have any questions or concerns regarding our personal data protection practices or wish to exercise your rights as a data subject, please contact us at [admin@arimmalaysia.com](mailto:admin@arimmalaysia.com) or 03-7614 0276.

## **Acknowledgement and Consent**

By submitting your personal information, you consent to the use of that personal data as set out in this Policy. Please check the following box to signify your understanding:

### **PDPA Consent Clause**

By submitting this form, you hereby agree that ARiMM may collect, obtain, store and process your personal data that you provide in this form for the purpose of receiving updates, news, promotional and marketing updates, and materials from ARiMM.