



HLA ASSOCIATES SDN BHD

Engineering Solutions for Sustainable Infrastructures

Effective Date: May 8, 2025

Welcome to the HLA Associates Sdn Bhd website. We are committed to protecting your personal information according to Malaysia's Personal Data Protection Act 2010 (PDPA). This summary explains how we handle your data when you visit our website, <https://myhlaassociates.com>.

By using our site, you agree to these practices.

1. What Information We Collect

- We collect information in two main ways: Information you provide directly: This includes details like your name, email address, phone number, company, and job title when you use contact forms or subscribe. If you apply for a job through our site, we collect your resume, education, and work history. Information collected automatically (Usage Data): When you visit our site, our servers automatically record technical details your browser sends. This can include your computer's IP address, the type of browser you use, which pages you visited, how you got to our site (referring URLs), and the dates/times you accessed it. We also use cookies and similar technologies to remember your preferences and understand how our website is used. This helps us improve your experience.

2. How We Use Your Information

- We use the information we collect for specific purposes: To provide services and respond to you: We use your contact and inquiry details to answer your questions and provide information about our engineering and project management services.

- To operate and improve our website: We analyze technical and usage data to make sure our website works correctly, to fix issues, and to understand popular content so we can improve features and your Browse experience.
- For recruitment: If you apply for a job, we use the professional information you provide to evaluate your application and contact you about it.
- For marketing and communication: If you agree, we may use your contact details to send you newsletters or updates about our services that might interest you. You always have the option to stop receiving these emails.
- To comply with legal requirements: We process your information when necessary to follow laws, regulations, or respond to legal requests.

3. Legal Basis for Processing Your Information

- Under the PDPA, we process your data based on: Your consent: When you give us clear permission (like agreeing to receive marketing emails or accepting non-essential cookies).
- Contract necessity: When processing is needed to fulfill a request you've made before entering into a contract, or to perform a contract with you.
- Our legitimate interests: When we have a valid business reason that doesn't override your privacy rights, such as analyzing website usage for improvements, ensuring website security, or responding to your general inquiries.
- Legal obligation: When the law requires us to process your personal information.

4. Sharing Your Information

- We want to be clear: we do not sell, trade, or rent your personal information to outside companies for their marketing. We may share your information in limited situations:
- With service providers: We work with trusted companies that help us run our website or services (like website hosting, data analysis, or email delivery). These providers are legally bound to protect your data and only use it for the tasks we've hired them for.
- Within the HLA Group: We may share your data with other companies in the HLA Group for business operations, as long as they follow similar privacy standards.
- For legal reasons: If required by law, court order, or government request, or to protect our rights, property, safety, or the safety of others.

- During business changes: If we are involved in a merger, acquisition, or sale of assets, your information might be transferred to the new owner.
- With your permission: We can share your data with other third parties if you specifically agree to it.

5. Keeping Your Information Safe

- We use technical and organizational measures to protect your personal information from unauthorized access, use, or disclosure. However, please understand that no security system over the internet is 100% guaranteed.

6. How Long We Keep Your Information (Data Retention)

- We keep your personal information only as long as necessary for the purposes we collected it for, or as required by law (for example, for tax or accounting records). For job applications, we typically keep information from unsuccessful candidates for 12 months to consider them for future roles, unless you ask us to remove it sooner.

7. Your Rights Under the PDPA

- You have specific rights regarding your personal data:
- Right to Access: You can ask for a copy of the personal information we hold about you.
- Right to Correction: You can ask us to correct any information about you that is wrong or incomplete.
- Right to Withdraw Consent: If you gave us consent to use your data, you can withdraw it at any time. This doesn't affect processing done before you withdrew consent.
- Right to Prevent Processing Likely to Cause Damage or Distress: You can ask us to stop processing your data if it's causing you significant harm or distress.
- Right to Prevent Processing for Direct Marketing: You can tell us to stop using your personal data for sending you marketing materials.
- To exercise any of these rights, please contact us using the details below. We may need to verify your identity before fulfilling your request.

8. Cookies and Tracking Technologies

- We use cookies on our website. These are small files placed on your device. Some are necessary for the site to work (Essential), others help us measure performance

(Performance/Analytics), some remember your choices (Functionality), and some might be used for advertising (Targeting/Marketing - if applicable). You can manage or delete cookies through your browser settings, but this might affect how the website functions.

9. Children's Privacy and Links to Other Websites

- Our website is
- Not aimed at individuals under 18, and we do not knowingly collect data from them. Our website may have links to other sites not run by us. We are not responsible for the privacy practices of those sites; please review their policies directly.

10. Changes to This Privacy Policy

- We may update this policy because of changes in laws or our business. The "Effective Date" at the top shows when it was last updated. We will notify you of significant changes where required by law.

11. Contact Us

- If you have questions about this policy or your personal data, or want to exercise your rights, please contact:

HLA ASSOCIATES SDN BHD

No.83 Jalan Wangsa Delima 5,
Pusat Bandar Wangsa Maju,
53300, Kuala Lumpur,
Federal Territory of Kuala Lumpur,
Malaysia.

Email: privacy@hla.associates

Phone: +603-4142 2525