



## PERSONAL DATA PROTECTION NOTICE

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With reference to the Personal Data Protection Act 2010 (herein after referred to as 'the Act') that was enforced on 15<sup>th</sup> November 2013, Flantech Asia is ensuring that we are compliant with this Act. Pursuant to the requirements of the Act, we are now issuing this Notice to all our Independent Distributors detailing the management of your personal data was previously collected.

### 1 EXISTING PERSONAL DATA

Flantech Asia will process your personal data as listed, but not limited to, below, which has been provided by you to Flantech Asia for the furtherance of your direct selling transactions.

- name, job details (designation, company) etc
- age, sex, date of birth, National Registration Identification Card Number / passport number
- race, nationality, etc
- company registration, bank account information, credit card details, etc
- photographs given to Flantech Asia and/ taken at official company functions, etc
- marital status, spouse and beneficiary details; and
- contact details including office or house phone number, mobile phone number, email address, mailing address and shipping address.

(collectively hereinafter referred as "the personal data").

### 2 USAGE OF DATA

Flantech Asia will use and/ or process the personal data for, amongst others, the following reasons.

- Inform you of new promotions, incentives, announcements, etc
- Delivery of products
- Disbursement of Commissions earned
- Events, conventions, conference, recognition, etc
- Declaration in accordance to Government regulations, etc

### 3 DISCLOSURE OF YOUR PERSONAL DATA

Flantech Asia will keep your personal data confidential and will not be disclosed for any purpose other than the purpose for which the personal data was collected at the time of collection. However, on certain circumstances, your personal data may be disclosed to any other parties as stated or required by the Act.

### 4 SECURITY

Flantech Asia shall keep and process your personal data in a secure manner, where practicable, in accordance with the applicable laws and regulations to prevent the unauthorized or unlawful processing of your personal data including loss, misuse, modification, unauthorized or accidental access or disclosure, alteration or destruction.

### 5 RETENTION OF DATA

The personal data processed shall not be kept longer than is necessary after termination of contract/ agreement between yourself and Flantech Asia. Flantech Asia shall take all reasonable steps to ensure that all personal data is destroyed or permanently deleted if it is no longer required for the purpose for which it was to be processed.

### 6 ACCESS AND CORRECTION TO YOUR PERSONAL DATA

If you would like to make any enquiries or complaints or request access or correction of the personal data, you may contact our office at 04-537 2200, or you can email us at [info@flantechasia.com](mailto:info@flantechasia.com). Any request to access or correct the personal data may be subject to a fee and also to requirements under the Act.

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Name :

IC :

Date :