

## **Sreenevasan Personal Data and Privacy Notice**

This personal data notice [**Notice**] sets out how Sreenevasan uses your Personal Data. By using our website [www.sreenevasan.com](http://www.sreenevasan.com) [**Website**], communicating with us or engaging us for legal services, you consent to the processing of your Personal Data by Sreenevasan and all persons involved in the provision of legal services by Sreenevasan. The term “Personal Data” shall have the same meaning as prescribed in the Personal Data Protection Act 2010 [**PDPA**].

### **A. Collection of Personal Data**

“Personal Data” means information about you which you have provided to Sreenevasan such as your name, age, gender, nationality, address, telephone number, identity card and/or passport number, e-mail address, bank account information, employment details, particulars of your spouse or family members, mental health or condition, political opinions, religious beliefs or other beliefs of similar nature, commission or alleged commission of offence and any other information which may identify you or your spouse or family members.

In addition to the Personal Data that you provide to us directly and voluntarily, we may also collect your Personal Data from third party sources such as the Companies Commission of Malaysia, Insolvency Department and/or other regulatory / local authorities.

### **B. Purpose of Collection of Personal Data**

Sreenevasan may collect your Personal Data for purposes relating to our business processes, execution and delivery of our services to you which shall include, but not limited, to the following:

- i. the provision of services or deliverables to you;
- ii. to communicate with you and to respond to your queries and comments;
- iii. internal administrative purposes;
- iv. to provide information to regulatory and governmental authorities in order to comply with statutory and government requirements including for purposes

related to the Unclaimed Moneys Act 1965 and its attendant regulations in the event of unclaimed moneys on your part;

- v. to conduct training and awareness programmes, client promotional activities, marketing and client profiling activities in connection with our services and related deliverables;
- vi. sending your Personal Data to potential referees, editors / researchers in ranking legal publications and journals, and potential clients who request for referees of past work in requests for proposals, tenders and submissions;
- vii. to comply with Sreenevasan's obligations under the law; and
- viii. such other purposes directly related to the foregoing.

**C. Failure to Provide Personal Data**

The provision of your Personal Data is voluntary. However, if you do not provide your Personal Data, we may not be able to communicate with you and may result in us being unable to provide you with the services and/or deliverables as requested and and/or update you on legal developments, our services and/or deliverables.

**D. Disclosure**

When processing your Personal Data, we may disclose such Personal Data to the following categories of parties including but not limited to :

- i. any of the partners, lawyers and employees of Sreenevasan;
- ii. our sub-contractors or third-party service or product providers as may determine to be necessary or appropriate;
- iii. our auditors, consultants, accountants, insurers, lawyers, or other financial or professional advisers and the Bar Council; and/or
- iv. regulatory and governmental authorities in order to comply with statutory and government requirements;
- v. court when required under the law.

#### **E. Safeguards**

The Firm shall retain and process Personal Data in a secure manner. The Firm endeavours, where practicable, to implement the appropriate administrative and security safeguards and procedures in accordance with the applicable laws and regulations to prevent the unauthorized or unlawful processing of Personal Data and the accidental loss or destruction of, or damage to, such Personal Data.

#### **F. Accessing and Updating your Personal Data**

You have the right to request access to and correction of Personal Data held by Sreenevasan and in this respect, you may:

- i. check whether we hold or use such Personal Data and request access to such data;
- ii. request that we correct any Personal Data that is inaccurate, incomplete or out-of-date; and
- iii. request that we specify or explain the policies and procedures in relation to data and types of Personal Data handled by us.

If you do not consent to Sreenevasan collecting, storing and processing your Personal Data as set out above, please notify us using the contact details set out in section I below.

#### **G. Modifications**

Sreenevasan reserves the right to modify, update or amend the terms of this Notice at any time by placing the updated notice on our Website and enclosing the same to the engagement letters which we enter with you. Continued communication with Sreenevasan or continued use of Sreenevasan's services following the modifications, updates or amendments to this Notice shall signify your acceptance of such modifications, updates or amendments.

#### **H. Data Transfer & Sharing**

Where we consider it necessary or appropriate for the purposes of data storage or processing or providing any service or deliverable on our behalf to you, we may

transfer Personal Data to a third-party service or product provider within or outside Malaysia, under conditions of confidentiality and similar levels of security safeguards.

**I. Contact Details**

Any queries in respect of this Notice or the collection, storage or processing of your Personal Data, including your right to view and/or amend the same can be made to:

**Messrs Sreenevasan**

Block B, Ground Floor,  
Kompleks Pejabat Damansara,  
Jalan Dungun,  
50490, Kuala Lumpur,  
Malaysia

Tel: +603 2095 2122

Fax: +603 2095 1322

Email: [info@sreenevasan.com](mailto:info@sreenevasan.com)