

BS Manufacturing Sdn Bhd PRIVACY STATEMENT

This Global Privacy Policy sets forth the general privacy principles that BS follows with respect to PII that is processed in our business operations. In addition to this Global Privacy Policy, there may be specific campaigns, promotions, programs and websites that are governed by additional privacy terms or policies. BS encourages you to read these additional terms or policies before participating in or utilizing these campaigns, promotions, programs, seminars, roadshow, websites or others related to BS and its subsidiary activities as your utilization will be governed by those additional privacy terms and/or policies.

Scope

This Policy applies to all PII in any format or medium, relating to all employees, customers, vendors and others who do business with BS.

Definitions

For purposes of this Policy, the following definitions shall apply:

“Personally Identifiable Information” means any information or set of information, whether alone or in combination with other Personally Identifiable Information, processed by BS, which is sufficient to identify an individual. Personally Identifiable Information does not include information that is anonymous, nor does it include publicly available information that has not been combined with non-public Personally Identifiable Information.

“Processing” shall mean any operation or set of operations that is performed upon PII, whether or not by automatic means, such as collection, recording, organization, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, blocking, erasure or destruction.

As used in this Policy, “BS” means The BS Manufacturing Sdn Bhd and its affiliates.

Privacy Principles

When processing PII, BS shall follow these principles:

Notice and Consent: BS endeavors to inform persons whose PII BS collects about (i) the purposes for which BS collects and uses the PII, (ii) the types of third parties to which BS discloses or may disclose that PII, and (iii) the choices and means BS offers the subjects of the PII for limiting the use and disclosure of their PII.

BS will endeavor to provide notice when persons are first asked to provide PII to BS, or as soon as practicable thereafter. Unless permitted by applicable law, no PII is collected without first obtaining the consent of the individual for the collection, use and disclosure of that PII. In some circumstances the consent for BS to collect PII may arise from the nature of the relationship between BS and the individual, or an individual's interaction with BS, such as by using a BS website or engaging in a transaction with BS.

BS, and third parties on its behalf, uses the PII collected from you for purposes such as but not limited to user registration; administering and tracking a purchase, payment, return, warranty or rebate; arranging for services; inviting participation in online surveys; requesting feedback on products and services; and otherwise communicating with you through various channels.

When you provide information to BS, you consent to the collection, use and disclosure of your PII in accordance with this Policy and other applicable BS privacy policies, such as BS's Online Privacy Policy. You may, as provided by applicable law, be free to refuse or withdraw your consent upon reasonable advance notice.

Choice: BS will endeavor to offer persons whose PII it possesses an opportunity, where feasible and reasonable under the circumstances, to choose whether their PII is to be (a) disclosed to a third party, or (b) used for a purpose other than the purpose for which it was originally collected or subsequently authorized by the individual. BS will endeavor to provide individuals with mechanisms, reasonable under the circumstances, to exercise their choices.

Access and Correction: Upon request and/or when required or otherwise appropriate, and within periods (if any) set by applicable law, BS will endeavor to grant individuals reasonable access to the PII that BS holds about them. Such access may be denied by BS where the denial is permitted by applicable law and every request from the individual will be assessed on a case by case basis. In the event a request is denied, BS will notify the individual regarding the reasons for denial in writing. Consistent with how your PII is maintained in the ordinary course of BS's business, BS will provide the information in an understandable form. We may impose a reasonable charge when a request is made (e.g., for photocopying or postage). In addition, BS will endeavor to take reasonable steps to permit individuals to correct, amend, or delete PII that is demonstrated to be inaccurate or incomplete. To guard against fraudulent requests for access, BS may require sufficient information to allow it to confirm the identity of the individual making the request before granting access.

Data Integrity: BS will endeavor to use PII only in ways that are compatible with the purposes for which the PII was collected or in ways that are subsequently authorized by the individual. BS will endeavor to take reasonable steps to ensure that PII is relevant to its intended use, accurate, complete, and current.

Disclosure and Transfer to Third Parties: BS is not in the business of selling PII to others, but does share PII with subsidiaries or affiliates controlled by BS, and with third party service providers that perform services on BS's behalf. Examples of these services include fulfilling orders, sending postal mail and e-mail, analyzing data, providing marketing assistance, processing credit card payments, providing customer service, requesting feedback on products and services, and sending you marketing and promotional materials, service updates and reminders.

BS may buy or sell stores, subsidiaries or business units. In these types of transactions, PII is generally one of the business assets that is transferred. It remains subject to the obligations stated in any pre-existing Privacy Policy. In the event that BS or substantially all of its assets are acquired, PII will be one of the transferred assets.

Because BS does business in many countries, PII collected by BS in one country may be processed in another country, whose laws may provide different levels of protection from those in the country where the PII was first collected. PII gathered in one country may be subject to access by and disclosure to law enforcement agencies of jurisdictions other than the country where the PII was first collected. BS also may share PII with organizations and entities that perform services on its behalf, and these organizations and entities may be located in countries other than the country in which the PII was first collected.

BS will endeavor to obtain appropriate and reasonably enforceable assurances from third parties, including its subsidiaries and affiliates, to which it discloses or transfers PII that these third parties will safeguard PII in a manner consistent with this Policy. When BS becomes aware that a third party is using or disclosing PII in a manner contrary to this Policy, BS will endeavor to take reasonable steps to prevent or stop such use or disclosure. To the extent applicable law requires an individual's consent before disclosing PII to third parties, BS will endeavor to obtain the individual's consent prior to such transfer. There may be circumstances where BS is required to transfer PII without obtaining prior consent, including (i) where required by a court order; (ii) where BS believes, upon reasonable grounds, that it is necessary to protect the rights, privacy, or safety or property of a person or group of persons; (iii) where it is necessary to establish or collect monies owing to BS or to complete a transaction with a third party; (iv) where it is necessary to permit BS to pursue available remedies or limit any damages we may sustain; or (v) where the information is public. When BS is obliged or permitted to disclose PII, BS will endeavor not to disclose more than is required.

BS may also make disclosures permitted by its Online Privacy Policy.

Security: BS takes reasonable and appropriate precautions to protect PII in its possession from loss, misuse and unauthorized access, disclosure, alteration and destruction, and to respond to the misuse, loss or unauthorized use of such PII.

Governance: BS will regularly review compliance with this and other BS privacy policies. Except to the extent otherwise prohibited by applicable law, any BS employee, associate or contractor that BS determines is in violation of this Policy will be subject to appropriate disciplinary action up to and including termination of employment or engagement.

Dispute Resolution: Any questions or concerns regarding the use or disclosure of PII should be directed to BS at the address given below. BS will investigate and attempt to resolve complaints and disputes regarding use and disclosure of PII in accordance with the principles contained in this Policy.

Contact Information: Questions or comments about this Policy should be submitted to the following person, by e-mail to : admin@bsmfg.com.my
