



**A. INTRODUCTION**

1. This Personal Data Protection Notice (“**Notice**”) is issued pursuant to the Personal Data Protection Act 2010 (“**the Act**”). This Notice sets out how Messrs HL Wong, Soh & Co. (“**the Firm**”) collects, uses, processes and protects your Personal Data which you have provided to the Firm.
2. By engaging the Firm to provide its legal services and/or communicating with us, you hereby consent to the processing of your Personal Data by the Firm in accordance with this Notice and the Act, unless we receive a written notice to the contrary from you.

**B. DESCRIPTION OF PERSONAL DATA**

3. Personal Data shall have the meaning as provided under the Act.
4. The Personal Data processed by us may include your name, age, gender, race, nationality, address, email address, phone numbers, contact details, identity card number, passport number, occupation, photograph, bank account details, marital status, income tax details, nationality, particulars of your family members and any information which relates directly or indirectly to you.

**C. SOURCES OF PERSONAL DATA**

5. We collect Personal Data through several methods, including but not limited to:
  - (a) Personal Data that you have provided to the Firm directly throughout the course of our appointment; and
  - (b) Personal Data that we have obtained from other lawful sources, including but not limited to, third parties searches, online searches and governmental departments.

**D. PURPOSES OF COLLECTING PERSONAL DATA**

6. By engaging the Firm, you hereby consent to the Firm collecting, using and processing your Personal Data for the following purposes:
  - (a) To provide legal services;
  - (b) To communicate with you;
  - (c) For the Firm’s administrative purposes including but not limited to billing, record keeping, accounting and conflict checking purposes;

- (d) For the firm to comply with any regulatory and legal requirements;
- (e) To send you greeting cards, newsletters, articles, events and invites which may be of interest to you; and
- (f) To send as potential referees to editors/ researches in legal ranking publications and journals and potential clients who requests for referees of part work in our tenders or bid for works.

If you do not consent the Firm to use and process your Personal Data for the above-mentioned purposes, please notify the Firm through the contact details provided below.

#### **E. DISCLOSURE OF PERSONAL DATA TO THIRD PARTIES**

- 7. The Personal Data collected by the Firm may be disclosed to the following third parties (within or outside Malaysia) as follows:
  - (a) Any persons as instructed or consented by you;
  - (b) Any persons as required in the course of providing legal services to you;
  - (c) Any persons as required for the purpose of the Firm to comply with any regulatory and legal requirements;
  - (d) Any regulatory bodies and government authorities; and
  - (e) Our external consultants and professional advisors, auditors, accountants, bankers, employee, insurance company and third party service providers engaged by the Firm.

#### **F. CONSEQUENCES OF NON-PROVISION OF PERSONAL DATA**

- 8. It is necessary for the Firm to collect and retain your Personal Data for the purpose of providing legal services and other purposes set up in this Notice.
- 9. The provision of Personal Data is voluntarily. You may limit the way we process your Personal Data. However, if the Personal Data provided by you is not sufficient or limited, we may not be able to provide you with our legal services effectively.

#### **G. SECURITY OF PERSONAL DATA**

- 10. The Firm uses strict procedures and security features to prevent unauthorized access wherever possible of the Personal Data.

## **H. ACCESS TO PERSONAL DATA, CORRECTION, INQUIRIES AND COMPLAINTS**

11. Subject to the payment of fees permitted under the Act, if you wish to:
- (a) Request for access to your Personal Data; or
  - (b) To correct/ update your Personal Data that is inaccurate, incomplete or outdated; or
  - (c) To limit the way we process your Personal Data; or
  - (d) To withdraw your consent to us processing your Personal Data or disclosing your Personal Data to any third parties above-mentioned; or
  - (e) To make any relevant inquiries or complaints;

please contact us in writing:

Managing Partner  
Messrs HL Wong, Soh & Co.  
L-5-9, No. 2, Jalan Solaris  
Solaris Mont' Kiara  
50480 Kuala Lumpur.  
Tel : 03-6413 5988  
Fax : 03-6413 5989  
Email : [enquiry@hlwong-soh.com](mailto:enquiry@hlwong-soh.com)

12. The Firm reserves the right to refuse to comply with your request to the extent permitted by the Act.
13. Kindly note that you are responsible to ensure that the Personal Data provided to the Firm is correct and up to date from time to time.

## **I. MISCELLANEOUS**

14. The Firm reserves the right to amend this Notice from time to time. By continuing to engaging the Firm after communication of our latest Notice, you are deemed to have consented to the latest version of the Notice.
15. In the event of inconsistency between the English version and Bahasa Malaysia version of this Notice, the English version shall prevail.
16. In this Notice, "you" shall refer to yourself, your representatives; for a company, your directors, your shareholders, your managers and/or your officers who have provided their Personal Data to the Firm; for a partnership, your partners, your managers and/or your officers who provided their Personal Data to the Firm; for a society, club or unincorporated body, your office bearers who provided their Personal Data to the Firm.