

## **PRIVACY POLICY NOTICE**

1. This Notice explains how your personal information collected or to be collected in your interactions with us is processed to enable the provision of our legal services to you and which is stored for accessibility and ease of updating.
2. Personal data means personal information you have provided to us, which may include your name, date of birth, nationality, gender, identification/passport number, photograph, marital status, qualifications, correspondence address, contact details, banking details, tax details, financial details, commission or alleged commission of offences/statutory breaches/statutory non-compliance, employment details, ownership of property, details of involvement in companies, and any additional information provided by you or third parties about you.
3. We will use and process your personal data for the purposes of providing the legal services for which you have engaged us.
4. We will store, keep confidential and secure your personal data which we collected pursuant to applicable laws. We will take all reasonable efforts and practical steps to ensure that all your personal data held by us is kept and protected.
5. Your personal data which we collected may be disclosed to any of our partners, lawyers and employees on a strictly need-to-know basis. Disclosure of such personal data may also be made to those parties who are under a duty of confidentiality to us such as our auditors, consultants, proposed insurers, advisers, bankers, agents, third party service providers (including law firms in other jurisdictions), business partners (including data processors), and government/quasi-government/regulatory authorities in Malaysia and in countries where we have a presence.
6. Whilst it is not obligatory or compulsory for you to provide us with your personal data, your choice not to do so may result in us being unable to communicate and/or provide you with the legal services you require.
7. You have the right to request access of your personal data, correction/updating of your personal data, transfer of your personal data, withdrawal of your consent to the use of your personal data, or limit the use of your personal data. You may send your request in writing to us at [shrml@shermal.my](mailto:shrml@shermal.my) with the following in the subject headline "*Attention: Personal Data Officer*".

8. If we are unable to comply your request, we will notify you. We may have to refuse your request if there are any reasons to do so under applicable laws, your request jeopardises the security/privacy of the personal data of others, your request is impractical, your request contains elements of fraud, or your request is not made in good faith.
9. We reserve our rights to modify or update this Notice at any time by placing the modified notice on our firm's website or by any other means we may choose. If you continue to communicate with us or to use our legal services following the modification, it will signify your acceptance to such modification.
10. With this Notice, you hereby consent and confirm that your personal data may be collected, processed and continue to be processed by us for the purposes stated herein, and that you have obtained consent from those whose personal data may be given to us by you or identified from your personal data.