

PRIVACY POLICY

PERSONAL DATA PROTECTION ACT (PDPA)

We value your privacy and strive to protect your personal information in compliance with the laws of Malaysia.

Chinese Recreation Club Penang (CLUB) will only collect, record, hold, use, disclose and store your personal information in accordance with reference to the Personal Data Protection Act 2010 (herein after referred to as 'the Act') that was enforced on 15 Nov 2013.

We are now issuing this Notice to you, explaining and elaborating upon some of our policies and principles pertaining to the privacy of your personal information, all of which we have adopted as a sign of our commitment to respecting, maintaining, protecting and safeguarding the privacy of your personal information.

This Notice explains:

- The type of personal information we collect and how we collect
- How we use your personal information
- The parties that we disclose the personal information to
- The choices we offer, including how to access and update your personal information

Your privacy matters to us, so please take the time to get to know our practices and if you need further information, kindly contact CRC office at 04-229 7788.

PERSONAL INFORMATION

WHAT KIND OF PERSONAL INFORMATION WE COLLECT AND HOW WE COLLECT IT

Chinese Recreation Club Penang may need to and/or may be required to process personal information about you for the registration of your membership/guests with the CLUB and issuance of Membership card/Guest card, including but not limited to:

- Name, Job details (designation, company, length of service), Education level, etc
- Age, sex, date of birth, NRIC/MyCard number, etc
- Race, nationality, etc
- Contact information, address, phone number, email address, etc
- Marital status, family details (children and spouse's details)
- Name and membership of Proposers and Seconders given in your application
- Photographs given to Chinese Recreation Club Penang and/or taken at official club events and functions, etc

We may obtain this information from yourself and from a variety of sources, including but not limited to:

- through the Information provided by you in application forms;
- through your verbal and written communication
- from third parties connected with you, such as proposer, family members, subject to your prior consent; and/or
- from such other sources in respect of which you have given your consent to disclose information relating to you and/or where not otherwise restricted.
- from recordings of Closed Circuit Television (CCTV) installed at our premises.

USAGE OF DATA

HOW WE USE YOUR PERSONAL INFORMATION

Other than as stated above, we may use your personal information for one or more of the following purposes:

- to better manage our business and your relationship with us;
- to provide you with information on our events/functions which may be of interest to you, and to send reminders, letters, notices, annual report and newsletter.
- to contact or send you the above stated information via phone and mobile device, email, mail, social media and/or any other appropriate communication channels;
- to respond to your enquiries and complaints and to generally resolve dispute;
- to enforce and/or defend any of our rights; and/or
- for any other purpose that is required or permitted by any law, regulations, guidelines and/or relevant regulatory authorities.

Please be assured that we will ask for your consent before using your personal information for a purpose other than those are set out in this Notice.

DISCLOSURE

DISCLOSURE OF YOUR PERSONAL INFORMATION

Chinese Recreation Club Penang will keep your personal data confidential and will not be disclosed for any purpose. However, we may be required or need to disclose your information to the following third parties:

- Club's sports coaches (including badminton, tennis, swimming, football)
- section's instructor (including Yoga, Line Dance, Taiji, Jazz Aerobics) or any instructors of the programme that conducted by Club.
- General Committees
- companies and/or organisations that assist us in providing value added services.
- any other person notified you as authorised to give instructions.

We will otherwise treat your personal information as private and confidential and will not disclose your information to anyone outside the Chinese Recreation Club Penang except:

- where you have given permission;
- where we required or permitted to do so by law;
- where we are required to meet our obligations to any relevant regulatory authority.

SECURITY

Chinese Recreation Club Penang will 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.

Employees of Chinese Recreation Club Penang are trained to handle the personal information securely and with utmost respect.

RETENTION

Chinese Recreation Club Penang will retain your personal information in compliance with this Notice. Personal information of members and guests will be retained in the form of website database, soft copy (Club's membership system) and hard copy. For the following categories of members, the

personal data shall be kept for information only and shall not be used for any of the purpose stated under Usage of Data:

- Transferer
- Defaulters
- Absent members
- Junior members who did not convert to OM/OTM

ACCESS AND CORRECTION OF YOUR PERSONAL INFORMATION

WHAT IF PERSONAL INFORMATION PROVIDED BY YOU IS INCOMPLETE?

Where indicated (for example in applications forms), it is obligatory to provide your personal information to us to enable us to process your application. Should you decline to provide such obligatory personal information, we may not able to process your application/request.

YOUR RIGHTS TO ACCESS AND CORRECT YOUR PERSONAL INFORMATION

We can assist you to access and correct your personal information held by us.

You may request to us via the Members Registration Updating Form, where you wish to have correct your personal information or where you are of the opinion that such personal information held by us is inaccurate, incomplete, misleading or not up-to-date. This form are available at CRC Office and our website.

You can also assist us to keep your personal information (such as your current mailing address, contact number and etc.) up to date, as it will enable us to serve you better.

CHANGES TO PRIVACY POLICY

Chinese Recreation Club Penang may amend or update this Privacy Policy from time to time, with or without notice to members/guests. All members/guests agree to be bound by the Privacy Policy that is in effect at the time they access the website and/or access to the Club.