



## NOTIFICATION ON PERSONAL DATA PROTECTION POLICY

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GSD Land (M) Sdn Bhd (we) respect and are committed to the protection of our customer and prospective customer's personal information and privacy. This Personal Data Protection Notice explains how we collect and handle your personal information in accordance with the Personal Data Protection Act 2010 ("PDPA")

### 1. COLLECTION AND SOURCE

We collect your personal data in the course of your dealings with us, we, Sierra Residence Sdn Bhd. and its subsidiaries, associates, and/or members within our group of companies (collectively, referred to as "us", "our" or "we" in this Personal Data Protection Policy), to enable us to enter into transactions with you or to communicate with you on the services and/or products related to our business. The collection may be done through various means, including but not limited to the following:

- (a) agreements for sale and purchase or sub-sale of our properties or for our services;
- (b) our and our subsidiaries, associates, and/or members within our group of companies booking forms, registration or any other forms whether in electronic or hardcopy format
- (c) any correspondence that we have received from you requesting for information or making any inquiries; and/or
- (d) business cards or other information provided to us or given to our employees or sales and marketing or other agents.

### 2. TYPES OF PERSONAL DATA

Personal Data means any information which relates to you and which we collected or provided to us for the purposes stated in item 3 below. Such Personal Data may include, but is not limited to information concerning your name, age, identity card number, passport number, address, email address, gender, date of birth, marital status, occupation, income range, contact information such as telephone, mobile and facsimile number, race, nationality, type of loans applied for in relation to the purchase of property, and information of third parties such as your emergency contact person, tenant, authorised representatives, contractors, lawyers, and financiers, which may be subject to applicable data protection and other similar laws.

### 3 PURPOSE OF PROCESSING

We process your Personal Data for, amongst others, including but not limited to following purposes:-

- (a) the delivery to you of notices, information in connection with our current and future services or products, events, promotional events and contests by way of email, regular postal mail, telecommunication mean (telephone calls, SMS messages or social chat application) ;
- (b) preparing and executing all necessary documents and agreements with you such as in relation to the sale and purchase transactions, and to carry out the obligations under the agreement, for our products, services, and/or properties ;
- (c) collection of outstanding payments;

- (d) to maintain the customer record, administer and carry out our customer and prospective customer relationship management procedures;
- (e) conducting marketing, client profiling and business development activities as well as market research and statistical analysis and customer surveys regarding our projects, products and/or services;
- (f) complying with any legal or regulatory requirements and to make the necessary disclosures under the requirements of any applicable law, regulation, direction, court order, by-law, guideline, circular and/or code which are applicable to us and for the prevention of crime;
- (g) vacant possession, keys handover, property/estate management, customer care and/or defect rectification works; and/or
- (h) post vacant possession services, such as club house services and security services.

#### 4. DISCLOSURE

The Personal Data provided to us will be kept confidential. Nevertheless, we noted your consent granted to us for the following disclosures of the Personal Data by us to these classes of third parties which may be located within or outside Malaysia:

- (a) any parties to whom we are under a legal requirement to disclose the Personal Data to by applicable law or in response to an authoritative body,
- (b) our business partners and affiliates that provide related services or product in connection with our business;
- (c) public amenities and utilities providers;
- (d) contractors and service providers, including but not limited to auditors, consultants, accountants, lawyers, financial and professional advisers, lenders, insurance companies and property management companies;
- (e) our subsidiaries, associates, affiliates and/or members within our group of companies;
- (f) our joint venture and business partners;
- (g) the relevant landowner, Joint Management Body and/or management corporation; and/or
- (h) relevant parties as below;
  - i. Banks and financial institutions;
  - ii. Insurance companies;
  - iii. Legal firms;
  - iv. Land office;
  - v. Local authorities;
  - vi. Lembaga Hasil Dalam Negeri;
  - vii. High court, lower court or tribunals;
  - viii. Bahagian Pinjaman Perumahan Perbendaraan; and
  - ix. Tenaga Nasional Berhad.

#### 5. CONSENT FROM THIRD PARTY

In the event you have provided personal data of third parties (e.g. your emergency contact person, tenant, authorized representatives, contractors, lawyers, financiers) to us, we rely on you to have sufficiently obtained the prior consent of such third parties to allow us to process their personal data in relation to the Purpose.



6. CHANGES TO OUR PERSONAL DATA PROTECTION POLICY

We may, from time to time, need or be required to change our Personal Data Protection Policy to comply with or be consistent with changes in applicable law and regulations as well as our business operations or policies.

7. RIGHT TO ACCESS, CORRECT AND LIMIT PROCESSING OF PERSONAL DATA

- (a) You have right to access and correct your personal information held by us. You should notify us at the following office address directly if there any changes to your information and we will make every endeavor to ensure your accuracy of your personal data.
- (b) You have the right to limit in part or wholly any of the processes by which your data is subjected to in terms of the operations allowed to be performed upon it and the date line of the consent given. However, you shall be noted that it will be necessary for us to process your personal data for the purpose and without which we will not be able to carry out the purpose stated in item 3 above.

If you have any queries, concerns or complaints on the personal information, please contact us at the following address:-

**GSD Sales Gallery**

Lot 30, Persiaran Relau,  
11900 Bayan Lepas, Penang

Tel No. : 1700 818 932  
Fax No. : 04-6467 932  
Email : info@gsdland.com.my

Thank you for your continued support.

Yours sincerely,

**GSD LAND (M) SDN BHD**