

## **Privacy Policy**

People Systems Consultancy Sdn. Bhd. a company registered in Malaysia our registered office is Unit 502, Block A, Phileo Damansara II, No.15, Jalan 16/11, Off Jalan Damansara, Pusat Perdagangan Phileo Damansara, 46350 Petaling Jaya, Selangor is committed to protecting and respecting your privacy. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. For the purposes of data protection laws in the Malaysia, the data controller is People Systems Consultancy Bnd. Snd.

### **The reason we process personal data**

*Below explains how and why we process your personal data, as well as the legal basis on which we carry out this processing.*

The legal basis on which we use your personal data in these circumstances is our legitimate interest to provide you with the best possible app and website we can, and to ensure that our app/website is kept secure.

### **For marketing purposes**

Where you have opted in to receive marketing communications from us, we will process your personal data to provide you with marketing communications in line with the preferences you have provided. Where you have opted in to receive marketing communications from third parties we select, we will transfer your personal data to them in order for them to send you such communications.

The legal basis on which we process your personal data for marketing purposes is your consent. You are not under any obligation to provide us with your personal data for marketing purposes, and you can withdraw your consent to your personal data being processed in this way at any time by contacting us at [support@yourwillbedone.co.uk](mailto:support@yourwillbedone.co.uk) or, where relevant, by following the unsubscribe link in any marketing communication you receive from us. If you do choose to withdraw your consent, this will not mean that our processing of your personal data before you withdrew your consent was unlawful.

### **We will collect and process the following data about you:**

Information you give us. This is information about you that you give us by filling in forms on our site [www.peoplesystemsconsultancy.com](http://www.peoplesystemsconsultancy.com) or by corresponding with us by e-mail or otherwise. It includes information you provide when you use our Website, or services on our Website and when you report a problem with our Website. The information you give us may include your name, address, e-mail address and phone number and other information related to you.

### **Information we collect about you**

With regard to each of your visits to our Website we will automatically collect the following information technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform; and information about your visit, including the full Uniform Resource Locators (URL), clickstream to, through and from our Website (including date and time), products you viewed or searched for, page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), methods used to browse away from the page, and any phone number used to call our customer service number.

### **Cookies**

Our Website uses cookies to distinguish you from other users of our Website. This helps us to provide you with a good experience when you browse our Website and also allows us to improve our app/Website. By continuing to use the Website, you are agreeing to our use of cookies. "A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site."

Your rights under data protection laws

### **Right to object**

You have the right to object to us processing your personal data where we are processing your personal data: based on our legitimate interests (as set out above). If you ask us to stop processing your personal data on this basis, we will stop processing your personal data unless we can demonstrate compelling grounds as to why the processing should continue in accordance with data protection laws; and for direct marketing purposes. If you ask us to stop processing your personal data on this basis, we will stop.

### **Right of access**

You have the right to receive confirmation as to whether your personal data is being processed by us, as well as various other information relating to our use of your personal data. You also have the right to access your personal data which we are processing.

### **Right to rectification**

You have the right to require us to rectify any inaccurate personal data we hold about you. You also have the right to have incomplete personal data we hold about you completed, by providing a supplementary statement to us.

### **Right to restriction**

You have the right to restrict our processing of your personal data where: the accuracy of the personal data is being contested by you; the processing by us of your personal data is unlawful, but you do not want the relevant personal data erased; we no longer need to process your personal data for the agreed purposes, but you want to preserve your personal data for the establishment, exercise or defence of legal claims; or we are processing your data on the basis of our legitimate interest(as set out above) and you: object to our processing on this basis; and want processing of the relevant personal data to be restricted until it can be determined whether our legitimate interest overrides your legitimate interest.

Where any exercise by you of your right to restriction determines that our processing of particular personal data is to be restricted, we will then only process the relevant personal data in accordance with your consent and, in addition, for storage purposes and for the purpose of legal claims.

### **Right to data portability**

You have the right to receive your personal data in structured, standard machine readable format and the right to transmit such personal data to another controller.

### **Right to erasure**

You have the right to require we erase your personal data which we are processing where at least one of the following grounds applies: the processing is no longer necessary in relation to the purposes for which your personal data were collected or otherwise processed; our processing of your personal data is based on your consent, you have subsequently withdrawn your consent and there is no other legal ground we can use to process your personal data; you object to the processing as set out in the "right to object" section of this policy and we have no overriding legitimate interest for our processing; the personal data have been unlawfully processed;and the erasure is required for compliance with a law to which we are subject.

### **Exercising your rights**

You can exercise such rights by contacting us at [info@peoplesystemsconsultancy.com](mailto:info@peoplesystemsconsultancy.com)

## **Links on our website**

Our website may, from time to time, contain links to and from the websites of our partner networks and affiliates. Our service connects you to different websites. If you follow a link to any of these websites or use our service, please note that you have left our website and these websites have their own privacy policies. We do not accept any responsibility or liability for these policies or websites. Please check these policies before you submit any personal data to these websites.

## **Changes to our privacy policy**

Any changes we make to our privacy policy in the future will be posted on this page. Please check back frequently to see any updates or changes to our privacy policy.

## **Contact**

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to [info@peoplesystemsconsultancy.com](mailto:info@peoplesystemsconsultancy.com)

This privacy policy was last updated on July 5th 2019