



PRIVACY NOTICE PURSUANT TO THE PERSONAL DATA PROTECTION ACT 2010 (PRIVACY NOTICE)

Koperasi Kakitangan Taman-Taman Sabah Berhad, KOKTAS (“KOKTAS”) highly value and are committed into the protection of the personal data and the privacy of our customers and clients. In this Privacy Notice (often referred to as “Notice”), KOKTAS will be referred to as “we”, “us” and “our”, while pronouns “you” and “your” will be used to refer all parties whose personal information were provided to KOKTAS.

In this Privacy Notice, Personal Data includes data collected and to be collected before and after this Notice’s issuance.

1. The Data We Collect

The personal data which is gathered, processed, controlled and/or used by KOKTAS including, but not limited to:

- a) Name, address & residential address, phone number, nationality, NRIC or passport number, occupation, salary information, race, contact information, and bank account details.
- b) Other information that are relevant to the purpose and requirement of collection including sensitive Personal Data; may include medical records or alleged conduct of any offense or criminal record (if any).

*Contents a) and b) are collectively referred to as ‘Personal Data’

2. Source of Data Collection

We collect your personal data from various sources, such as:

- ❖ Application forms used to sign up for memberships amongst eligible KOKTAS members applicants;
- ❖ Registration for the use of our services/products via our website;
- ❖ Participation in customer surveys, promotions that has mandatory fields for personal information;
- ❖ Communication via telephone, email, letter, and conversation with one or many KOKTAS staffs, and
- ❖ Other public sources, domain, or online platforms.

3. Failure To Provide Personal Data

Your Personal Data provided to KOKTAS is necessary, complying to the requirements of certain products and services provided by or incorporated with KOKTAS. Failure to provide such information may result in KOKTAS not being able to process your application or reservation.

4. Purpose of Personal Data Collection & Processing

Your personal data will be used by KOKTAS for the following purposes including, but not limited to:

- a) processing your application on one or many products/services provided by KOKTAS;
- b) administering and communicating with you in relation to promotions, events, or other services/products provided by KOKTAS;
- c) processing any transactions or contracts related to your interest in KOKTAS' products/services;
- d) audit and/or security-related purposes;
- e) internal marketing analysis matters, including data analytics and customer's interest in products/services provided by KOKTAS;
- f) providing a seamless customer experience;
- g) supporting the research and development (R&D) amongst the personnel of KOKTAS, and
- h) any other purposes not specifically mentioned hereinabove but is required to be provided in connection with KOKTAS.

5. Disclosure of Personal Data

We may disclose your Personal Data to KOKTAS employees, our affiliates, strategic partners, service providers, and/or any person or party who is under a duty of confidentiality to KOKTAS.

We may also disclose your Personal Data to third parties (if necessary or mandatory), including but not limited to government bodies, banks, financial organizations/institutions, and to non-governmental organizations (NGOs).

We shall disclose your Personal Data abiding by the law.

6. Retention of Personal Data

The Personal Data you provided by you will be retained by KOKTAS as long as it is necessary for the requirements of our products/services.

7. Security Of Personal Data

KOKTAS are highly committed in making sure that your Personal Data is securely stored in databases and offices administered by KOKTAS. All relevant measures are to be taken in order to protect any Personal Data against events of loss or unauthorized work of modifications or disclosure.

8. Accessing Your Personal Data & Correction Notices

By providing your Personal Data, you are responsible for the accuracy of your Personal Data provided and all personal data is kept up to date. If you wish to request access or to make correction on your Personal Data, you are required to send a written request to the following address:

MARKETING UNIT**KOPERASI KAKITANGAN TAMAN-TAMAN SABAH BERHAD**

1st Floor, Lot 57, Block G,
Ruang Singgah Mata, Asia City,
88800 Kota Kinabalu, Sabah, Malaysia.
Tel: +60 88-253 443
Email: marketing_koktas@hotmail.com
Website: www.koktastravel.com

9. Acknowledgement And Consent

Please note that we may request for new and updated Personal Data from you. We shall regard that you have consented to the processing of Personal Data whenever you provide us with such information or communicating with KOKTAS. You are deemed to have consented and agree to the terms provided in this Notice and have read, understood and accepted this Notice and its terms. KOKTAS shall have the right to amend or update the contents of this Notice at any time and you will be notified via the KOKTAS website; also acknowledged through the “Last Updated” date on this document’s footer on the bottom right.