

## **Malaysian Institute of Management**

**Institut Pengurusan Malaysia (22978-D)**

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### **PRIVACY POLICY**

Under the Personal Data Protection Act 2010 ("PDPA"), MIM is mindful and committed to the protection of your personal information and your privacy.

#### **Collection of Personal Information**

For us to provide you with our Product and/or Services and to operate efficiently and effectively, we may need to collect relevant personal information from you either manually or through our website. The personal information collected by us may be in the form of but is not limited to name, identity card number, address, bank account details, telephone number, credit card details, business details, or any other information stipulated by the PDPA.

#### **Purposes of Processing**

MIM processes your data only for specific and limited purposes.

You agree that all personal data collected and/or processed by MIM may include but not be limited to the following purposes:

- To communicate with you;
- To inform you of our products and services;
- To respond to your queries;
- To send you promotional material;
- To process applications for and the provision of MIM's Products and/or Services;
- For marketing purposes and research purposes;
- For all other purposes incidental and associated with any of the above.

#### **Disclosure to Third Parties**

MIM may disclose your data to our affiliates or third parties that perform services on MIM's behalf and in doing so we will comply with all applicable laws, regulations, and industry standards.

#### **Acceptance of The Policy**

You are given notice that the Products and/or Services will only be made available to you upon your accepting and expressly consenting to the terms of this Privacy Policy, where such express acceptance and consent shall be evidenced by you clicking or checking or indicating accordingly

on the relevant consent portion of the registration forms or such other documents as may be furnished to you, as the case may be.

By so indicating your acceptance of the term of this Privacy Policy, you shall be deemed to have expressly consented to the processing of your data by MIM or any of its authorized agents, employees, partners, and/or contractors for purposes as outlined.

You hereby agree and accept that by registering and/or continuing to use the Products and/or Services, you authorize and consent to your data being processed by and where required, disclosed to classes of third parties as identified by MIM for MIM providing the Products and/or Services to you. For the avoidance of doubt, you also hereby explicitly consent to MIM processing any sensitive personal data relevant to such purposes

### **Withdrawal of Consent**

Notwithstanding anything to the contrary, you may at any time withdraw your consent to MIM processing any personal data of yours or to any part or portion of the same by sending it to MIM at the address set out below a written notice of withdrawal and within the period prescribed under the PDPA. MIM shall take all necessary measures to give effect to your withdrawal of consent, to the extent that such withdrawal does not conflict with any of MIM's other legal obligations.

If you do not wish to have your data shared with any other party, or if you do not wish to be solicited for products or services offered by MIM or any other parties including third parties, kindly inform us in writing at the communication information as given below.

You shall, upon written request, be granted access to all personal data held or stored, or processed by MIM. To avoid confusion, "access" for this provision shall mean notification of such personal data of yours that is processed by or on behalf of MIM and to have a copy of such personal data communicated or conveyed to you in an intelligible form of MIM's choosing.

### **Correction of Personal Data**

You may at any time make a written request to MIM to correct any personal data of yours that is inaccurate, incomplete, misleading, or out-of-date and MIM shall, upon receipt of your written request for correction(s), take all necessary measures to give effect to such correction(s).

Please direct any requests to withdraw consent or to request access and/or correction to any Personal Data as follows:

**Data Protection Officer**

Address : Malaysian Institute of Management  
Institut Pengurusan Malaysia (22978-D)  
Unit T1-L16-1, Level 16, Tower 1, PJ 33,  
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Fax : 603-7711 2999

Email : [enquiries@mim.org.my](mailto:enquiries@mim.org.my)

By publishing this policy on this website and other digital platforms, we shall deem our customers and/or clients have already been notified.

**Dated:** 28 February 2022