

Privacy Notice for Website

Opus Services

In line with the Personal Data Protection Act 2010 ("PDPA"), Opus Services Sdn Bhd [Registration No. 202001035960 (1392281-T)] is deeply concerned and wishes to ensure proper privacy is maintained for your benefit. Hence, we would like to inform that we will work within the applicable laws pertaining the collection, usage and dealing with your personal data. Under this policy, please be assured that the data shall only be used for Opus Services business and services only. For your information, we have put this policy in place to let you further understand the process involved.

Opus Services will process your personal data as listed below which have/has been provided by you to Opus Services such as:

- name, identity card number/passport number and date of birth;
- contact details including address, phone number(s) and email address;
- occupation, income and source of wealth; and
- any other personal data required for the purpose as set out below.

Services collected your personal data:

- when you sign up to purchase our products and services from us or our business partners;
- when you register your interest with us or our business partners to purchase the products and services;
- when you attend our public talks and seminars;
- when you visit our websites or social networking sites;
- pursuant to any transaction or inquiry or communication made with or to us or our business partners;
- from third party sources such as credit reference agencies, fraud prevention agencies, publicly available sources of information, industry/financial related associations, social networks or other organisations; and/or
- any information that you have provided and will provide us from time to time.

Opus Services will process the data, including any additional information you may subsequently provide for the following purposes ("Purposes"):

- to establish a relationship/contractual obligation between you and Opus Services and/or companies related to Opus Services, Opus Services' service providers, business partners and vendors;
- to process applications for products and services;
- for carrying out your instructions and the provision of products and services to you, whether provided personally or through telephone or electronic means, including processing of receipts and payments;
- for the research and development of products and services for customers' use;
- to evaluate and monitor provision of services;
- to meet legal and regulatory requirements, which may include disclosure, notification and record retention requirements;

- for audit and risk management;
- for such other purposes as permitted by applicable law; and
- for all other purposes incidental and associated with any of the above.

Please note that it is necessary for Opus Services to process your personal information for the Purposes, without which Opus Services will not be able to provide the product and services that you have requested from Opus Services and you are responsible to ensure the personal data provided to us is accurate, complete, no misleading and that such personal data is updated.

In some circumstances, you may have provided personal and financial information relating to others (e.g. joint applicant, spouse and/or related parties) for the Purpose. In such cases, you represent and warrant that you had or have their consent or are otherwise entitled to provide their information to Opus Services.

You may request for access to correction, or deletion of your personal information or limit the processing thereof at any time hereafter. Any inquiries or complaints with respect to your personal information may also be channelled to Opus Services by submitting such request to Opus Services via post, email or facsimile transmission to the following address:

B-5-01, Northpoint offices,
Mid Valley City,
No 1, Medan Syed Putra Utara,
59200 Kuala Lumpur
Facsimile number: +603 2300 2288
Email: enquiry@opuserv.com

Opus Services reserve the right to modify, update or amend this privacy notice at any time to reflect any changes to its privacy practices. In any case, any material changes will be posted on our website with the updated Privacy Notice.

We trust that you consent and agree to the terms above with respect to our processing of your personal information. If you do not consent to the above, kindly contact us at the abovementioned contact details.

In the event of any inconsistency or conflict between the English version and the Bahasa Malaysia version of this Privacy Policy, the English version shall prevail.