

Date : 28 January 2020

Subject : **PERSONAL DATA PROTECTION NOTICE**

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This Personal Data Protection Notice (“Notice”) describes how Asian Institute of Insurance (“Aii”) uses your Personal Data.

### **Collection of Personal Data**

1. “Personal Data” means information about you processed by Aii, including without limitation your name, age, gender, nationality, identity card/passport number, your contact details, your image or photograph, your academic and professional credentials, your employer details, payment details and all such other information which may identify you that has been or may be collected, stored, used and processed by Aii from time to time and also includes sensitive personal data (as identified below). Aii also collects some personal data that may be regarded as sensitive personal data such as your health and criminal records.
2. Aii may collect or obtain your Personal Data from a variety of sources including without limitation:
  - a) when you register as a member with Aii;
  - b) when you register for marketing events, forums, conferences, seminars, workshops, training courses, certification courses and/or examinations with Aii either through Aii directly or through your employer;
  - c) when you access or use Aii’s website (the “Website”), learning management system (the “iLMS”) and membership portal (the “Aii Publications Portal”);
  - d) when your employer provides your Personal Data to Aii for purposes of training/certification courses and/or examinations;
  - e) when feedback or complaints are made about you pursuant to Aii’s Complaints and Investigation Regulations;



### **Collection of Personal Data**

- f) when you communicate or interact with Aii through social media platforms or social networking sites; and
  - g) when you participate in our social media campaigns and surveys.
3. Your Personal Data may also be collected and processed by Aii in the form of photo capturing or video recording, for the purpose of publications, webcast relay, surveillance of premises or for Aii's records, as deemed relevant.
4. The provision of your Personal Data is mandatory if you wish to register as a member of Aii and/or if you wish to attend marketing events, forums, conferences, seminars, workshops, training courses, certification courses and/or examinations organised by or through Aii. Please note that if you do not provide your Personal Data, Aii may not be able to register you as a member of Aii and provide you with the benefits offered to Aii members and you may not be able to attend the marketing events, forums, conferences, seminars, workshops, training/certification courses, or examinations conducted by or through Aii.

### **Purposes of Processing**

5. Aii may use and process your Personal Data for the purposes relating to the business and activities of Aii which shall include (the "Purposes"):
- a) to process your application to register as a member of Aii and our learning partners;
  - b) to process your application to enrol in forums, conferences, seminars, workshops, training/certification courses, or examinations;
  - c) to communicate with you in relation to your membership with Aii or related to the forums, conferences, seminars, workshops, training/certification courses or examinations you have enrolled for;



## **Purposes of Processing**

- d) to process your examination results and award for certification courses;
  - e) for internal administrative and analysis purposes of Aii, including to publish your name and membership number in Aii's annual report;
  - f) to help Aii develop its business, activities, products and services;
  - g) to invite you to events and functions organised by Aii;
  - h) to process any complaints about you submitted pursuant to Aii's Complaints and Investigation Regulations;
  - i) for purposes of investigations (including investigations within or outside Aii), detection, prevention and prosecution of crime;
  - j) for Aii to comply with its obligations under law; and you agree and consent to Aii using and processing your Personal Data in the manner as identified from (a) to (j) above.
6. Aii may also use and process your data for other purposes ("Additional Purposes") such as:
- a) to take your photograph or picture at events/functions/training sessions organised by Aii for non-profit making reasons including the Institute's newsletter, annual report, website, and social media platforms/social networking sites;
  - b) to provide, market and/or promote to you products and services that are or may be offered by Aii or its partners, such as other businesses or certification bodies;
  - c) to identify products and services which may be relevant to you from other partners, suppliers and/or third parties.



### **Purposes of Processing**

7. Aii may contact you for the Purposes and Additional Purposes either by way of telephone calls, emails, short messaging service, post, facsimile, social media or any other form of communication available.

### **Transfer of Personal Data**

8. Your Personal Data may be transferred to, stored, used and processed in a jurisdiction other than Malaysia for purposes related to examination, certification, membership and administration. You understand and consent to the transfer of your Personal Data out of Malaysia as described herein.

### **Disclosure to Third Parties**

9. For the Purposes and Additional Purposes, Aii may share your Personal Data with:
- a) your employer for the purposes related to your membership, learning progress, examination and certification;
  - b) your potential employer or recruitment agencies for purposes related to your membership, e.g. confirming your membership with Aii;
  - c) Aii's third party service providers for the purposes of carrying out their services;
  - d) Aii's partners, such as other certification bodies;
  - e) Aii's professional advisors and external auditors;
  - f) Aii's committees, tribunals and personnel/staff;
  - g) Other professional bodies of which you are a member, in cases where there has been a complaint about you made pursuant to Aii's Code of Conduct/Ethics;
  - h) any agent acting on behalf of Aii;



- i) statutory and regulatory authorities in order to comply with statutory and government requirements.

## **Use of Cookies**

10. Aii may use cookies which are small text files which the Website may place on your computer or mobile device when you visit the Website. For example, Aii may collect your IP address, web browser software (such as Firefox, Internet Explorer or Safari) and store the details in a unique encrypted cookie. The cookie will help the Website, or another referring website, to authenticate current user access and recognise your device the next time you visit the Website. This will allow Aii to retrieve your account and preferences, login/application details, analyse how well the Website is performing, or even allow Aii to recommend content Aii believes will be most relevant to you.
11. Most browsers allow you to choose not to receive a cookie file by enabling your web browser to refuse cookies or prompt you before accepting a cookie. Be advised that, by refusing to accept a cookie, you may not be able to access many services and tools offered on the Website.

## **Acknowledgement and Consent**

12. Aii shall have the right to modify, update or amend the terms of this Notice at any time by placing the updated Notice on the Website. By continuing to communicate with Aii, by using Aii's services or continuing to be a member of Aii following the modifications, updates or amendments to this Notice, such actions shall signify your acceptance of such modifications, updates or amendments.
13. In the event of any conflict between the version in English and other language versions, the English version shall prevail.

Kindly contact us at 03 2712 8882 or [customercare@aiaasia.org](mailto:customercare@aiaasia.org) should you have any queries.

Thank you for your continued support.

