

# Privacy Policy

**DAIKIN MALAYSIA SDN. BHD.** complies with the Personal Data Protection Act 2010 (“PDPA”) which came into operation in November 2013 in respect of the collection and processing of personal information of customers and business partners.

“Personal information” refers to any information you provide voluntarily, which relates directly or indirectly to you which you have provided to us, such as your name, company registration numbers or NRIC, address, occupation, gender, telephone number, e-mail address, website cookies etc. and includes any information that can be used to distinguish, identify or contact you.

This means that in the course of our business dealings with our customers or business partners, we may directly, or indirectly through third-parties, obtain and where relevant disclose, such personal information including contact details, background information and any other information pertinent to the transaction in order to enable us to carry out our obligations.

Your personal information may be stored in soft or hardcopies in our offices, or in servers or third party service providers located in Malaysia or outside of Malaysia, Such personal information may be processed in or outside of Malaysia.

**We may also disclose personal information: –**

- if required to do so by law or any applicable governmental guideline or code;
- in order to comply with the requirements of any law enforcement agency, court order or legal process;
- to protect and defend the rights of the Daikin group of companies;
- companies and/or organisations that act as our agents, contractors, service providers and/or professional advisers;
- companies and/or organisations that assist us in processing and/or otherwise fulfilling transactions that you have requested; or
- our business associates and other parties for purposes that are related to the purpose of collecting your personal information.

Subject at all time to any laws (including regulations, guidelines and/or obligations) applicable to us.

Where indicated (for example in registration forms), it is obligatory to provide your personal information to us to enable us to process your application for our products and/or services. Should you decline to provide such obligatory personal information, we may not be able to process your application or provide you with our services or products.

**You are responsible** to ensure that your personal information is accurate and in the event of any change to your Personal Information you are responsible to update us of such changes.

If you have any questions about the use of your personal data by us, or you wish to let us know about changes to your personal data held by us, please notify us in writing at the address below or contact our Personal Data Compliance Officer.

**Personal Data Compliance Officer**

Daikin Malaysia Sdn. Bhd.  
Lot 60334, Persiaran Bukit Rahman Putra 3,  
Taman Perindustrian Bukit Rahman Putra,  
47000 Sungai Buloh, Selangor.

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