

ProMicom Privacy Policy

Your privacy is important to us. The purpose of this Privacy Policy is to inform you, how Promicom Sdn Bhd manages personal data in accordance with the Personal Data Protection Act 2010 ("the Act").

Please take a moment to read this Privacy Policy so that you know and understand the purposes for which we collect, use and disclose your Personal Data.

By interacting with us, submitting information to us or signing up for any of our services, you agree and consent to ProMicom Sdn Bhd, and its affiliates, (collectively referred to herein as "us", "we" or "our"), as well as our respective representatives collecting, using, disclosing and sharing amongst themselves your Personal Data, and disclosing such Personal Data to our authorized service providers and relevant third parties in the manner set forth in this Privacy Policy.

This Privacy Policy supplements but does not supersede nor replace any other consents you may have previously provided to us nor does it affect any rights which we may have at law in connection with the collection, use or disclosure of your Personal Data. We may from time to time update this Privacy Policy to ensure that this Privacy Policy is consistent with our future developments, industry trends and/or any changes in legal or regulatory requirements. Subject to your rights at law, you agree to be bound by the prevailing terms of the Privacy Policy as updated from time to time on our websites. Please check regularly for updated information on the handling of your Personal Data.

1. Personal Data

- Your name, NRIC, passport or other identification number, telephone number(s), mailing address, email address and any other relevant information which you have provided to us in any forms or in other forms of interaction with you.
- Information about your use of our website and services, including cookies, IP address, member login details, but only to the extent that we may identify you from such information.
- Your employment history, education background and income levels.
- Your payroll related information such as your bank account.
- Information about your usage of and interaction with our website and/or services including computer and connection information, device capability, bandwidth, statistics on page views and traffic to and from our website.

2. Collection of Personal Data

Generally, we collect your personal data in the following ways.

- When you submit forms relating to any of our products or services.

- When you register for or use any of our services on websites owned or operated by us or when you register as a member of our websites owned or operated by us or use services on such websites.
- When you interact with our customer service officers.
- When you use some of our offered services, i.e. our resume deposit services.
- When you establish online contact with us.
- When you request that we contact you.
- When you are contacted by and responded to by our representative and agents.
- When we request for additional personal data.
- When you request to be included in email or other mailing list.
- When you respond to our other initiatives.
- When you submit a job application to us.
- When we receive references from business partners and third parties, for example, where you have been referred by them.
- When you submit your personal data for any other reasons.

If you use our job search services as a job applicant, your data will be used:

- To verify and process your personal particulars in relation to your account with us.
- Maintaining your account with us.
- Sending you updates and alerts related to job applications which you may have requested.
- Communicating with you to inform our policies, terms and conditions and other administrative information.
- Resolving complaints and handling requests and enquiries.
- Conducting market research for statistical, profiling and analysis for improvement of our services.

Please ensure that you agree to our terms and conditions stipulated above when doing any transaction with us.

ProMicom reserves the right to change and update this policy as in binding with the Malaysian Personal Data Protection Act 2010 (PDPA).