

PERSONAL DATA PROTECTION NOTICE (PDPA)

(Pursuant to the Personal Data Protection Act 2010 (Malaysia))

Date of creation: 28. April 2026

1. Introduction

This Personal Data Protection Notice ("Notice") is issued in accordance with the Personal Data Protection Act 2010 of Malaysia. It explains how Safe Haven Sdn. Bhd. ("we", "us", or "our") collects, uses, discloses, and protects your personal data.

2. Types of Personal Data Collected

We may collect and process the following personal data:

- Name, identification number, and contact details (email, phone number, address)
- Company details and job title
- Financial and billing information
- Correspondence and communication records
- Any other information necessary for the purposes stated below

3. Purpose of Processing

Your personal data is processed for the following purposes:

- To provide products and/or services
- To manage customer and supplier relationships
- To process transactions, payments, and invoices
- To communicate regarding inquiries, support, or updates
- To comply with legal and regulatory requirements
- For internal administrative, operational, and record-keeping purposes

For employees or job applicants:

- Recruitment, employment, and HR administration
- Payroll, benefits, and performance management

Safe Haven Sdn Bhd

Company Reg. Number: 202501037941 (1639350-X)

C-7-35 @ CENTUM, OASIS CORPORATE PARK,
2, Jalan PJU 1 A/2, Ara Damansara
47301 Petaling Jaya, Selangor, Malaysia



www.safehaven.asia



info@safehaven.asia

4. Source of Personal Data

We may collect personal data directly from you or from other lawful sources, including:

- Business interactions and communications
 - Publicly available sources
 - Third parties such as partners, agents, or service providers
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5. Disclosure of Personal Data

Your personal data may be disclosed to:

- Service providers, contractors, or business partners
- Professional advisors (e.g. auditors, lawyers)
- Financial institutions and payment processors
- Regulatory authorities or government agencies where required by law

We ensure that such parties are contractually bound to protect your data.

6. Data Security

We take reasonable technical and organizational measures to protect personal data against loss, misuse, unauthorized access, disclosure, alteration, or destruction.

7. Data Retention

Personal data will be retained only as long as necessary to fulfill the purposes stated above or as required by law.

8. Your Rights

You have the right to:

- Request access to your personal data
- Request correction of inaccurate or incomplete data
- Withdraw consent (subject to legal or contractual restrictions)
- Limit processing of your personal data where applicable

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9. Consequences of Failure to Provide Data

Failure to provide required personal data may result in our inability to:

- Provide products or services
 - Enter into or perform contractual obligations
 - Process transactions
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10. Contact Information

If you have any inquiries or requests regarding your personal data, please contact:

Ms. Wendy Chua
Safe Haven Sdn. Bhd.
C-7-35 @ CENTUM, OASIS CORPORATE PARK,
2, Jalan PJU 1 A/2, Ara Damansara
47301 Petaling Jaya, Selangor, Malaysia
Email: wendy.chua@safehaven.asia

11. Updates to This Notice

We reserve the right to update this Notice from time to time. Any changes will be communicated via appropriate channels.

12. Consent

By providing your personal data to us, you consent to the processing of your personal data in accordance with this Notice.

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