



## **PRIVACY POLICY**

### **1. Personal Data and Privacy Policy**

1.1. Information Sharing, WeManage will only share the personal information gathered with other companies or individuals outside of the organisation in the following limited circumstances:

1.1.1. We have your consent;

1.1.2. We provide such information to our subsidiaries, affiliated companies or other government agencies (include but not limited to Welfare Department, local authorities) or persons for the purpose of processing / confirming the personal information on our behalf. We require that these parties agree to process such information based on our instructions and in compliance with this Privacy Policy and any other appropriate confidentiality and security measures;

1.1.3. We have a good faith belief that access, use, preservation or disclosure of such information is reasonably necessary to:-

1.1.3.1. Satisfy any applicable law, regulation, legal process or enforceable governmental request;

1.1.3.2. Enforce applicable Terms of Condition, including investigation of potential violations thereof;

1.1.3.3. Detect, prevent, or otherwise address fraud, security or technical issues; or

1.1.3.4. protect against harm to the rights, property or safety of WeManage, its users or the public as required or permitted by law.

## 1.2. Information Security

- 1.2.1. WeManage take appropriate security measures to protect against unauthorised access to or unauthorised alteration, disclosure or destruction of data. These include internal reviews of our data collection, storage and processing practices and security measures, including appropriate encryption and physical security measures to guard against unauthorised access to systems where we store personal data.
- 1.2.2. We restrict access to personal information to WeManage's employees, contractors and third parties who need to know that information in order to process it on our behalf. These entities are bound by confidentiality obligations and may be subject to discipline, including termination and criminal prosecution, if they fail to meet these obligations.

## 1.3. Enforcement

- 1.3.1. WeManage regularly reviews its compliance with this Privacy Policy. When WeManage receives formal written complaints, it is our policy to contact the complaining user regarding his or her concerns.
- 1.3.2. WeManage will cooperate with the appropriate regulatory authorities, including data protection authorities, to resolve any complaints regarding the transfer of personal data that cannot be resolved between WeManage and an individual or organisation.

## 1.4. Changes to this Privacy Policy

- 1.4.1. Please note that this Privacy Policy may change from time to time.
- 1.4.2. WeManage will not reduce your rights under this Privacy Policy without your explicit consent.
- 1.4.3. WeManage will post any Privacy Policy changes on this page and, if the changes are significant, WeManage will provide a more prominent notice on a best-case basis (including, for certain services, email notification of Privacy Policy changes).

## 2. Copyright

This website and its content is copyright of WeManage. All rights reserved.

### 3. Severability

The Terms and Conditions are severable in that if any provision is determined to be illegal or unenforceable by any court of competent jurisdiction, such provision shall be deemed to have been deleted without affecting the remaining provisions of these Terms and Conditions.

### 4. Waiver

WeManage's failure to exercise any particular right or provision of these Terms and Conditions shall not constitute a waiver of such right or provision unless acknowledged and agreed to by WeManage in writing.

### 5. Governing Law

Your use of this website and the operation of the terms and conditions contained herein shall be governed in accordance with the laws of Malaysia. Any dispute arising out of or in relation to this website, including these terms and conditions shall be subject to the exclusive jurisdiction of the Malaysian courts.