

Data Subject Right Request Guideline

Right	Guideline
Withdraw your consent	You have the right to withdraw the consent to data processing which you have given to the company.
Access to your personal information and disclose their source and to collect the copy of your personal information	<p>You have the right to access to your personal information and request the company to disclose the source of your personal information as well as collect the copy of your personal information</p> <ul style="list-style-type: none"> ● Exercising the right to access and request to disclose the source of your personal information, we will inform you the information as follow: <ul style="list-style-type: none"> - The source of your personal information which we have collected; - Type of your personal information and the purposes of collect, use, and disclose; - Recipients or categories of recipient to whom your personal information have been or will be disclosed or transmitted; and - The envisaged period for which your personal information will be stored or the criteria used to determine that period. ● Exercising the right to collect the copy of your personal information, we will hand you the copy of your personal information which you have requested.
Rectify your personal information	You have the right to request us to rectify your personal information when you find out that they are inaccurate or incomplete.
Object the processing of your personal information	You have the right to object us in collecting, using, and disclosing your personal information where your personal information are processed for purposes relating to direct marketing, research, or statistics or where it is an unlawful usage or excessively intrusive to your rights. However, in some events, we may reject your request if we can demonstrates compelling legitimate grounds which override your interests, rights and freedoms.
Erase/destroy your personal information	<p>You have the right to request us to erase/destroy your personal information when you find out that your personal information are no longer necessary in use or we we have no right to store your personal information as the result of one of the following situations:</p> <ul style="list-style-type: none"> - Your personal information is no longer necessary in relation to the purpose for which you have been informed; - You withdraw the consent on which the processing is based resulting in us being unable to continue processing your personal information;

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	<ul style="list-style-type: none"> - You object the processing which result in us being unable to continue processing your personal information; or - You find out that your personal information have been collected, used, or disclosed unlawfully.
<p>Restrict the processing of your personal information</p>	<p>Exercising this right is to request us to temporarily restrict the use, disclose, transmit, or erase/destroy of your personal information. You may exercise this right in the following cases:</p> <ul style="list-style-type: none"> - When you request us to rectify your personal information, you have the right to request us to restrict the processing for a period enabling the Company to verify the accuracy of rectify your personal information; - In the event where your personal information is unlawfully collected, used, or disclosed and we must erase or destroy your personal information but you oppose such erasure or destroy and request the restriction of their use instead; - In the event where we must erase/destroy your personal information due to our retention policy but you oppose such erasure or destroy and request the restriction of the use for establishment of legal claims; or - When you request to object the processing of your personal information and we are in the process of investigating your request, you have the right to request us to temporarily restrict the use and/or disclose of such information.