



TRADEWINDS

TRADEWINDS TRAVEL SERVICES SDN BHD

(87560P) (KPL0133) (GST No. 000894967808)

29-5 Block B, Jaya One, No. 72A

Jalan Universiti 46200 Petaling Jaya

Selangor Darul Ehsan, Malaysia

TEL +603 7967 0888

FAX +603 7960 3044

A partner of the  TTSI Network

PERSONAL DATA PROTECTION NOTICE

Depending on your dealings, transactions or activities with Tradewinds Travel Services Sdn Bhd (“**Tradewinds Travel**”), when you provided us with your personal data, you consent to Tradewinds Travel Services Sdn Bhd (“**Tradewinds Travel**”) processing the following personal data as provided by you which may include personal data that relates to:

- your identity (including your name, title, National Registration Identification Card / passport no., gender, date of birth, nationality, race, religion, marital status and signature);
- your employment information (including your occupation company and designation);
- details of your company (including your company’s trading name, capital structure, date of incorporation and other particulars);
- your contact information (including your telephone numbers, email, fax number and mailing addresses);
- your banking details (including your bank account number, type of account and branch address);
- your travel details (including date and time of arrival and departure of previous and future destinations);
- your next of kin and/or *mahram* (including name, telephone numbers, email, mailing addresses and employment details; and/or

- your dietary requirements.

The purposes for which your personal data is collected and processed will vary and may comprise all or any one or more of the following purposes depending on the nature of and the status of the relationship which you have with Tradewinds Travel. Generally, we process your personal data for:

- billing and payment purposes;
- preparation and execution of legal documents (*if any*);
- compliance with legislative and statutory requirements;
- internal administrative purposes including auditing, accounting, tax and data analysis;
- record keeping, report generation and management analysis purposes;
- investigation of complaints and suspected suspicious transactions;
- contact and communications purposes; and
- security and access within Tradewinds Travel.

If you are our customer, we will also process your personal data:

- to make the necessary travel arrangements as per your instructions, including booking of flights, accommodation, travel insurance, ground tours and visa applications;
- to provide you with the relevant



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products and/or services that you have requested for from us; and

- for all other purposes in relation or incidental to the above.

If you are our vendor, we will also process your personal data:

- to evaluate and assess your continued provisioning of services to Tradewinds Travel;
- to invite you for the submission of tenders, and evaluation of the same;
- to process any payments related to your products and/or services; and
- for all other purposes in relation or incidental to the above.

Where you have consented, we will use your personal information to communicate with you on promotions and events:

- related to our products and/or services;
- from us; and
- about third party services and/or products which we feel may be of interest to you

If you do not wish your personal information to be utilised for such communications, or if you would like to change your mind on a previous consent you have given on this, please contact us at Cik Izyana Hussin, Executive, HRD & Administration at pdpa@tradewindstravel.com.my/ +603-79670888. Your latest written instructions to us will prevail.

Your information is necessary to us. Unless otherwise stated, all information requested by

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Tradewinds Travel is obligatory. If you do not provide and/or allow us to process all the obligatory information as requested, we will not be able to keep complete information about you, thus affecting our ability to accomplish the above stated purposes.

Sensitive information

Depending on your dealings, transactions or activities with Tradewinds Travel, by signifying your consent to us in writing, you give us your explicit consent to process your sensitive personal data such as your mental or physical health and condition and religious belief for the purposes described above or as required by law.

We may also obtain your sensitive personal information from other parties when it is allowed by law.

Disclosure of information

Tradewinds Travel may disclose your personal data to the following parties (including those within and outside Malaysia):

- agents, contractors, vendors and service providers (including but not limited to professional, financial and/or payment service providers) that provide services including data processing services relating to the purposes above;
- your agents and advisors (including but not limited to professional advisers) and any other person notified by and authorised by you;
- government agencies / statutory bodies / authorities;



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- our assignees or potential assignees, acquirers or potential acquirers and successors-in-title;
- any person, who is under a duty of confidentiality who has undertaken the responsibility to keep such data confidential;
- Tradewinds Travel's related and associated companies and affiliates; and
- other parties, in respect of whom you have consented to the disclosure of your personal data.

We may also disclose your personal data (within and outside Malaysia) in good faith, (i) to comply with requirements of the government, law enforcement agency, any authorities to whom Tradewinds Travel is

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subject to or any orders of court; (ii) as is necessary or relevant in relation to any legal process; or (iii) if required or authorised by law.

Access, corrections and complaints

If you would like to make any inquiries or complaints or requests to access, correct or limit our processing of your personal data, you may contact our Cik Izyana Hussin, Executive, HRD & Administration at pdpa@tradewindstravel.com.my / +603-79670888.

In the event of any inconsistencies between the English version and the Bahasa Malaysia version of this notice, the English version shall prevail.