

## Privacy Policy

**Malaysian Green Technology And Climate Change Centre (“Company”)** values your privacy and strive to safeguard your Personal Data in compliance with the Personal Data Protection Act 2010 (“Act”). The Company is therefore committed to ensuring that your Personal Data is processed and protected in accordance with the Act, this Policy on Personal Data Protection (“Policy”), the respective Privacy Notice (which may be issued separately) and the relevant terms of your agreement(s) with the Company (if applicable).

Confidentiality of your Personal Data matters to us. Hence, please read this Privacy Policy carefully. By accessing this website or using any of our services, or in the course of your communication with us, you will be conclusively presumed to have notice of, understood and agreed to this Privacy Policy, and consented to the processing of your Personal Data (including your sensitive Personal Data) for the Purposes stated below in accordance with this Privacy Policy.

The term “Company”, “our”, “us” or “we” refers to **Malaysian Green Technology And Climate Change Centre** and its related companies.

The term “processing” in relation to your Personal Data means collecting, recording, holding or storing of your Personal Data, or carrying out any operation or set of operations on your Personal Data as prescribed in the Act.

### 1. What Kind of Personal Data Do We Process?

We process your relevant Personal Data that relates directly or indirectly to you, and you are identified or identifiable from such Personal Data when you access our website, use any of our services and/or communicate with us. In general, the Personal Data processed by us is collected from you or provided by any authorised third party to us for the Purposes stated below. Personal Data we process may include your Sensitive Personal Data (if necessary).

Examples of Personal Data we may process are as follows:

- (a) Identification and demographic data.  
(Example: Name, Email Address, Postal Address, Contact Number, Birth Date and Gender)
- (b) Electronic identification data.  
(Example: IP Addresses and Cookies)
- (c) Banking and payment information.  
(Example: Bank Card Information and Bank Account Number)
- (d) Correspondences between you and us.  
(Example: Details and Information in Emails and Letters)
- (e) Sensitive Personal Data.  
(Example: Details on Physical or Mental Health or Condition and Religious Beliefs)

## **2. What Do We Use Your Personal Data For?**

Our primary purpose in processing your Personal Data is to better provide you with our services and information.

The processing of your Personal Data by us and/or our authorised service providers acting on our behalf includes the processing of any additional information you may subsequently provide to and/or collected by us from authorised third parties as permitted or necessary for the following purposes:

- (a) for internal record keeping, analysis and operation of the Company;
- (b) to provide and improve our services to you;
- (c) to administer or otherwise carry out our obligations in relation to any agreement you have entered with the Company;
- (d) to assess and process your application(s) to the Company;
- (e) to assess, administer and do profiling of your job application(s) to the Company;
- (f) to assess your participation in any tender, invitation to bid, bidding and/or similar organised by the Company;
- (g) to invite and administer your participation in any of the Company's programmes, contests, events, other activities;
- (h) to organise and carry out marketing, awareness or promotional operations and similar events, including inclusion in media engagements, printed atau on-line publications;
- (i) to provide you with customer support and troubleshoot problems;
- (j) to request feedback or participation in any of the Company's surveys;
- (k) to anticipate and/or resolve disputes;
- (l) to verify your identity;
- (l) to communicate any relevant messages for notification relating to the products, services, programmes, contests, events and other activities of the Company which you had subscribed into;
- (m) to protect your interest, including but not limited to fraud prevention;
- (n) for compliances with the corporate governance, corporate exercise and/or the Companies Act 2016;
- (o) other legitimate activities of the Company and/or its associated company(ies); and/or

(p) such other purposes as may be related to the foregoing

(hereinafter collectively referred to as the “Purposes”). The Company will retain your Personal Data for as long as is necessary to carry out any of the Purposes set out above, and to comply with the Act and/or other applicable laws and orders of competent authorities.

### **3. How Do We Protect Your Personal Data?**

Your personal data is our asset and therefore, the Company places great importance in ensuring that adequate level of protection of your Personal Data is exercised in accordance with the Act as well as any other applicable laws and orders of competent authorities. For that reason, we have implemented the Policy with the objective of protecting your privacy from unauthorised access and improper use and/or disclosure of your Personal Data.

Pursuant to the Policy, we maintain stringent procedures by only authorising employees who are strictly relevant or required to access your Personal Data on a need-to-know basis. Our employees have been educated and have personally undertaken to observe and act in accordance to your right to privacy and confidentiality in line with the Act and Policy. Any breach by our employee would be taken seriously.

However, while we strive to protect your Personal Data, we urge you to take every precaution to protect your Personal Data.

### **4. Disclosure of Your Personal Data**

We may share your Personal Data with governmental agencies or other entities assisting or appointed by us to carry out the Purposes, any other purposes directly related to any of the above Purposes, or any other purposes for which your relevant personal data are required to be disclosed.

It may be necessary for your Personal Data to be processed in other country outside Malaysia to fulfill our obligations to you in respect of the Purposes and also in providing integrated services, maintaining and storing records in accordance with the Act.

In order to provide you with our services, we may share your relevant Personal Data with our stakeholders, subsidiaries, affiliates or authorised third parties, provided always that such sharing of your Personal Data is necessary. We will require our affiliates or these third parties to take appropriate organisational and technical measures to protect your Personal Data in accordance with the Act and/or other applicable laws.

We shall not share, sell, rent, trade or otherwise transfer any of your Personal Data to any third party without your explicit consent, except as provided in this Privacy Policy.

Notwithstanding the above, we may also disclose your Personal Data in connection with law enforcement, fraud prevention or investigation, or other legal actions; as

permitted or required by law or regulation, or if the Company reasonably considers necessary to protect the Company, its clients, or the public as a whole.

As we continue to develop our business, we may sell or buy subsidiaries or business units. In such transactions as well as in the event that all or substantially all of our assets are acquired by a third party, your Personal Data will generally be one of the transferred business assets. We reserve the right to include your collected and stored Personal Data as an asset, in any such transfer to a third party.

## **5. Third Party Links**

Our website may contain links to other websites operated by third parties. Please note that we are not responsible for the privacy practices of such third party websites and we do not have any control over the same. We advise you to learn about the privacy policies of the said third party websites. Please also note that some of these third party websites may be co-branded with our logo or trademark, even though they are not operated or maintained by us.

## **6. Your Consent and Rights**

By submitting your Personal Data to us, you hereby authorise and consent for us to process and store your Personal Data for the Purposes set above and/or for any other purposes related to the said Purposes.

If you do not consent or subsequently withdraw your consent to the processing and storing of your Personal Data, please note that we may not be able to perform our obligations to you and/or provide the services required in respect of the Purposes and/or any other purposes related to the Purposes.

To maintain your Personal Data as well as to ensure the same is accurate, you have the right to access, and if necessary, to correct, complete or remove your Personal Data by writing to us at:

### **Legal & Secretarial Division**

Malaysian Green Technology And Climate Change Centre  
No.2, Jalan 9/10, Persiaran Usahawan, Seksyen 9, 43650 Bandar Baru Bangi,  
Selangor Darul Ehsan, MALAYSIA  
email: [legal@greentechmalaysia.my](mailto:legal@greentechmalaysia.my)

## **7. Changes to our Privacy Policy**

We reserve the right, at our sole and absolute discretion, to amend the terms and conditions of this Privacy Policy from time to time without prior notification. Any revision to this Privacy Policy shall become effective upon its publication on our website.

## **8. Contacting Us**

If you have questions or concerns, please email us at [info@mgtc.gov.my](mailto:info@mgtc.gov.my)