

CMS Privacy Policy

The Securities Industry Development Corporation (now referred to as “**SIDC**”, “**our**”, “**us**” or “**we**”) has created the Competency Management System (“**CMS**”) and is the owner of www.cms.sidc.com.my and all of its subdomains or subpages (the “**Website**”).

SIDC provides the Self-Assessment Tool, the My Development Plan and other products and services that may be offered therefrom from time to time collectively with the Website (“**Services**”). By logging in accessing the Website and using the Services, you represent that you have read, understood and accepted the terms and conditions of this Policy and the Terms of Service found here. Unless otherwise defined in this Policy, capitalised terms used in this Policy shall have the respective meaning set out in the Terms of Service.

This privacy policy (“**Policy**”) is provided in accordance with the Personal Data Protection Act 2010 (“**PDPA**”) and shall be binding between SIDC and you as user of the Website and Services. For the purpose of this written notice, the terms “personal data” and “processing” shall have the meaning prescribed in the PDPA.

A. Scope of this Policy

1. We take your privacy very seriously and are committed to protecting your privacy and providing you with the means to use the Website and our Services safely. You are responsible for ensuring that the personal data you provide us is accurate, complete and not misleading and that such personal data is kept up to date.
2. This Policy sets out how we collect, use and protect any personal data that you have provided to us through the Website and Services (“**Collected Data**”) and you hereby consent to the processing of the Collected Data in order for us to provide the Services to you effectively.

B. Retention, Use and Storage of Collected Data by SIDC

1. We require the Collected Data from you to provide the best possible service and experience when using our Services and the Website for the following reasons, including without limitation:
 - to operate the Services and provide the Services to you;
 - to enable us to contact you;
 - to improve the content and quality of our Services;
 - for our internal account handling, business and administrative purposes; and
 - to conduct internal activities such as market surveys, trend analysis, data analytics to improve our products and services;
 - for you to receive from us a variety of marketing communications, including but not limited to newsletters, emails and text messages (the “**Marketing Communications**”), that will include service updates, product advertising and offers related to our Services which we believe you may be interested in; and
 - for you to receive some important service information that we believe is critical to the use of our Services.
2. We store the Collected Data in a combination of secure computer storage facilities and other records. To safeguard the Collected Data, all electronic storage and transmission of personally identifiable information are secured with appropriate security technologies.

3. Aside from Marketing Communications, please note that from time to time, you may receive some important service information that we believe is critical to the use of our Services. In these exceptional circumstances, such information will be sent to you regardless of your Marketing Communications preferences.

C. Sharing of Collected Data

1. We may disclose or share the Collected Data from you to parties such as the banks, regulatory and governmental bodies or agencies, service providers and any third party requested or authorised by you for the purpose of or in relation to the Services.
2. The above disclosure or sharing of the Collected Data will be undertaken for example in the following circumstances:
 - where third party companies perform services for us, including but not limited to email delivery, hosting and payment processing, or for the purpose of providing you with the Services that you request from us. However, these companies will only be entitled to use your personal information in order to provide the services requested by us or as may be required by law; or
 - where third parties, including but not limited to Training Providers, require your personal data to provide their services which form part of the Services provided by us; or
 - where necessary to enforce the Terms of Service, to protect the safety of our users and third parties, to protect our rights and property and the rights and property of other users and third parties, or in other cases if we believe in good faith that disclosure is required by law; or
 - your consent has been obtained for disclosure.

D. Use of Cookies

1. The Website may place and access certain cookies on your computer and/or any other electronic device used to access the Website. We use cookies to improve your experience using the Website and to improve the efficacy of our Services. We have carefully chosen these cookies and had taken steps to ensure that your privacy is protected and respected at all times.
2. Users of the Website are advised that if they wish to deny the use and saving of cookies from this Website onto their computers and/or other electronic devices, they should take the necessary steps within their internet browsers' security settings to block all cookies from this Website.
3. You can choose to delete the cookies at any time. However, you may lose any information that enables you to access the Website more quickly and efficiently including but not limited to personalisation settings.

E. External Websites

1. The Website may contains links to external websites hosted by third party providers. We make no representations as to the quality, suitability, functionality or legality of the material on external websites that are linked to, or to any goods and services available from, such websites. We do not monitor or investigate such external websites and accept no responsibility or liability for any loss arising from the content or accuracy of the material and any opinion expressed in the material should not be taken as our endorsement, recommendation or opinion. This Policy does not extend to your use of such external websites. You are advised to read the privacy policy or statement of such external websites prior to using them.

F. Changes to this Policy

1. We may revise this Policy from time to time and at our sole discretion. Although most changes are likely to be minor, we encourage visitors to frequently check this page for any changes to the Policy. Your continued use of this Website and the Services after any changes are made shall imply that you are aware of the changes in this Policy and shall constitute your deemed acceptance of such changes.

G. Further Information

1. For more information about the Policy, or to advise us if you think your personal information is inaccurate, incomplete or out of date or to enquire generally about privacy matters, please contact:

Telephone Number:	603 - 6204 8529
Mailing Address:	Securities Industry Development Corporation (SIDC) No. 3, Persiaran Bukit Kiara Bukit Kiara 50490 Kuala Lumpur
Email Address:	pdpa@sidc.com.my

2. In accordance with the PDPA:
 - a. we may charge a prescribed fee for processing your request for access or correction; and
 - b. we may refuse to comply with your request for access or correction to your personal data and if we refuse to comply with such request, we will inform you of our refusal and reason for our refusal.