

Privacy Policy

THEBOOKGALLERY.ASIA is committed to ensuring that your privacy is protected. This privacy policy is formulated in accordance with the Personal Data Protection Act 2010, which describes how your information is collected and used and your choices with respect to your Personal Data. This policy explains how we use the information we collect about you and the procedures that we have in place to safeguard your privacy whilst you use the website. Please read this Privacy Policy before using the website at THEBOOKGALLERY.ASIA or before you submit any personal information to us. You are encouraged to review this Privacy Policy whenever you visit the website to make sure that you understand how any personal information you provide will be used.

1. COLLECTION OF YOUR PERSONAL INFORMATION

We and / or our third party service providers may collect your personal information: directly from you when you (i) fill up an application form or other relevant forms of ours; (ii) make purchases via our online platforms; (iii) participate in a competition, contest or other similar programmes organised by us; (iv) visit our office or websites; (v) respond to our marketing and promotional materials; or (vi) make an enquiry or provide feedback on our products and services.

2. DISCLOSURE OF YOUR PERSONAL DATA

Your personal data will be kept confidential but may be disclosed or transferred within the company or to our advisers, business associates and partners, government authorities and any third parties, as well as their respective contractors or agents.

3. SAFETY OF YOUR PERSONAL DATA

Your Personal Data shall be stored either in hard copies in our offices or stored in servers located in Malaysia and operated by our service providers or us. We do not offer any online facilities for you to delete your Personal Data held by us. We will ensure that your personal data kept by us is protected against any loss,

misuse, modification, unauthorised or accidental access or disclosure, alteration or destruction.

4. HOW WE USE AND DISCLOSE YOUR PERSONAL INFORMATION

We may use your personal information to contact you for marketing purpose from time to time. This may include mail, email and text messages. We are committed to send you only messages that we believe will interest you such as promotions, special offers and launch of new products. If you do not wish to receive such messages, you may opt out of these marketing messages at any time by calling our membership hotline, emailing us or selecting the unsubscribe link at the bottom of the messages sent to you. Our contact information is summarized in the 'Contact information' section below. We do not sell your personal information to any third party.

5. RIGHTS TO ACCESS, UPDATE AND LIMIT YOUR PERSONAL INFORMATION

You have the right to request for access to your personal data processed by us on the THEBOOKGALLERY.ASIA website with reasonable notice. This also includes requests for correction and / or update of your personal data that is inaccurate, incomplete or outdated. You are also entitled to limit our processing of your personal data by expressly withdrawing in full, your consent given previously, in each case, including for direct marketing purposes subject to any applicable legal restrictions, contractual conditions and within a reasonable time period.

6. REGISTRATION AS A MEMBER ON THE THEBOOKGALLERY.ASIA WEBSITE

When you register as a member on the THEBOOKGALLERY.ASIA website, we will also use your personal information to send you marketing and / or promotional materials from time to time via email and SMSes. If relevant, we will allow our sister companies to send relevant marketing materials to you. You can

unsubscribe from marketing information at any time by using the unsubscribe function within the electronic marketing material.

www.thebookgallery.asia