

# Privacy Policy

## 1. Introduction

Invenio Potential Sdn. Bhd. ("Invenio Potential," "we," "our," or "us") values your privacy and is committed to safeguarding your personal data. This Privacy Policy explains how we collect, use, disclose, and protect your personal data in accordance with Malaysia's Personal Data Protection Act 2010 (PDPA) and Singapore's Personal Data Protection Act 2012 (PDPA).

PDPA Malaysia: <https://www.pdp.gov.my/ppdpv1/wp-content/uploads/2024/11/Act-A1727.pdf>

PDPA Singapore: <https://www.pdpc.gov.sg/-/media/files/pdpc/pdf-files/advisory-guidelines/ag-on-key-concepts/advisory-guidelines-on-key-concepts-in-the-pdpa-17-may-2022.pdf>

## 2. Definitions

- **Personal Data:** Information that identifies or can be used to identify an individual.
- **Sensitive Personal Data:** Includes data related to health, political opinions, religious beliefs, biometric data, and other prescribed categories.
- **Data Controller:** Any party who processes or controls personal data.
- **Data Processor:** Any party who processes personal data on behalf of the Data Controller.

## 3. Data Collection

We collect personal data when you:

- Visit our website
- Asking for a service quotes
- Partner with us for our services
- Contact us via email or phone
- Engage in transactions with us

Data collected includes:

- Full name
- Contact details (phone number, email, address)
- IP address and browsing behavior
- Employment details (if applicable)

## **4. Purpose of Processing Personal Data**

We use your personal data to:

- Provide services
- Process transactions
- Communicate with you
- Comply with legal obligations
- Improve our website and services

## **5. Data Protection Measures**

We implement security measures to safeguard your data from unauthorized access, alteration, or disclosure.

## **6. Retention Policy**

We retain personal data only as long as necessary for legal or business purposes.

## **7. Data Subject Rights**

You have the right to:

- Access and update your personal data
- Withdraw consent for data processing
- Request deletion of your data (subject to legal obligations)

## **8. Data Breach Notification**

We will notify affected parties and relevant authorities in case of a data breach.

## **9. Cross-Border Data Transfers**

We ensure adequate safeguards when transferring data outside Malaysia or Singapore.

## **10. Contact Us**

For any inquiries, contact our Data Protection Officer at [email].