

# PRIVACY POLICY

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By accessing this Site, you consent to the collection and use of information by **PayBun Sdn Bhd** pursuant to the guidelines set forth in our Malaysia's **PERSONAL DATA PROTECTION ACT 2010** ([http://www.pdp.gov.my/images/LAWS\\_OF\\_MALAYSIA\\_PDPA.pdf](http://www.pdp.gov.my/images/LAWS_OF_MALAYSIA_PDPA.pdf)).

If **PayBun Sdn Bhd** revises its privacy policy, we will post the changes on the Site so that you are aware of what information the Site collects, how it is used, and under what circumstances it is disclosed.

You will fully defend and indemnify us from any claims, damages, expenses and/or costs we may suffer or incur as a result of any third party alleging that we have received from you directly or indirectly, any personal data which you have not been expressly authorised in writing to provide to us.

## HOW WE USED THE COLLECTED INFORMATION

- When you create an account to utilize the Service, we will obtain from you the information we need to create your account and complete your transactions, such as your name, address, telephone number, and email address and/or information regarding your particular business and/or employees for whom you wish to utilize the Service.
- If you provide us with comments or suggestions, request information about our products and services, or contact our customer service department via phone, email, or other forms of communication.
- When you submit an application for our Service or register to use our Service.
- We may collect additional information if you choose to use or participate in one of our various research and development programs.
- We obtain information concerning the services you utilize and from your transactions and other interactions with us, our affiliates, and others, including our marketing partners and third party service providers.
- When you use certain features of the Site where you voluntarily submit personal information, for example, in connection with requesting a price quote or registering to receive email updates or a newsletter.

We may use the information, including business information, that you have provided us and cross-reference it with other information we receive from our partners in order to provide you an enhanced and more personalized experience at the Site and our Service. We use personal information that we obtain from your use of the Site and our Service to respond to your comments or inquiries, to resolve disputes, to contact you when necessary in connection with the operation of the Site, or for matters involving any product or service transactions, to address problems on the Site or our Service and to enforce our agreements with you.

Non-Personally Identifiable Information. We automatically collect certain information when you visit our Site, such as Internet Protocol (IP) address (if using a browser), operating system, the browser type, the address of a referring site, and any device identifier (if using a mobile device). We use this information to monitor and analyze use of the Site and our Service, for technical administration of the Site, to increase the functionality and user-friendliness of our Site and our Service, and to better tailor it to our visitors' needs. We also automatically collect certain information through the use of "cookies". These are small files that your browser places on your computer. We may use both session cookies and persistent cookies to better understand how you interact with our Site, to monitor aggregate usage by our users and web traffic routing on our Site, and to improve our Site.

Most Internet browsers automatically accept cookies. You can instruct your browser, by editing its options, to stop accepting cookies or to prompt you before accepting a cookie from the websites you visit. If you do not allow cookies, however, you may not be able to use some or all portions or functionality of the Service.

## **SHARING AND DISCLOSURE OF INFORMATION**

PayBun Sdn Bhd does not share, sell, rent, or trade personal information collected through its websites with third parties for their sole promotional purposes or as otherwise outlined in this Privacy Statement. PayBun Sdn Bhd may share information with third party service providers contracted to provide services on our behalf. These third party service providers may only use information we provide to them as requested and instructed by PayBun Sdn Bhd.

PayBun Sdn Bhd may share information with third parties who resell the PayBun Sdn Bhd service and/or provide value added services such as payroll outsourcing, tax filing, and other administrative services.

If PayBun Sdn Bhd goes through a business transition, such as a merger, acquisition by another company, or sale of all or a portion of its assets, your personal information collected through our website(s) may be among the assets transferred. A prominent notice will appear on our website(s) for 30 days after any such change in ownership or control of your personal information.

## **SECURITY**

We employ administrative, physical and electronic measures designed to protect your information from unauthorized access, however, despite those efforts, no security measures are perfect or impenetrable and no method of data transmission can be guaranteed against any interception or other type of misuse.

## **CHANGES**

Any information that is collected is subject to the Privacy Policy in effect at the time such information is collected. We may, however, modify and revise our Privacy Policy from time-to-time. If we make any material changes to this policy, we will notify you of such changes by posting them on our site. Continuing to access or use our Service after those changes become effective, you are agreeing to be bound by the revised policy.

