



MY BIZ SITES

Privacy Policy

Version 1.0. Effective as of 16th October, 2020

This Privacy Policy has been created by www.mybizsites.com (hereafter referred as “MyBizSites”) in accordance with the Malaysia Personal Data Protection Act 2010 and/or any other applicable laws regulations, guidelines, code of practices, circular may be issued from time to time. This Privacy Policy is to protect and maintain the privacy of the users of MyBizSites via our website (“Website”) and/or mobile device application (“App”). We have provided you with this policy statement to inform you of: (i) your personal information that we may gather/collect during your visit /log on to our Website or the App; (ii) why we gather/collect customer’s information; (iii) what purpose we use the information for; (iv) under what circumstances we may disclose such information; and (v) how you can instruct us to limit the use of that information.

“Personal Data” means information about you such as your name, address, telephone number, NRIC, email address, your personal preferences, bank account information or any other information that might identify you.

By clicking on any link at our website, you agree to our and our partners' use of identifiers and other technologies to process your personal data (e.g. IP address, a cookie identifier) to personalise your experience and deliver tailored advertising to you on and off our platforms. You may withdraw your consent at any time by emailing us.

By visiting or using our Website or App, subscribing to our services, registering an account with us, placing an order and entering an agreement with us in relation to the Website, you are taken to have read, understand and agree with us and further give us your consent to collect, use, manage, store, process, disclose and handle your personal information in accordance with this Privacy Policy and processing of your Personal Data by MyBizSites and all our suppliers, advertising and promotional partners, and other service providers. You are to check this Privacy Policy from time to time as we may update or change this Privacy Policy at any time without further notice.

From the point of registration of your account with MyBizSites, we will collect and process your personal data. This includes particulars you disclose in our application form or in our MyBizSites platform. In addition to Personal Data you provide to MyBizSites directly, personal data may be collected from time to time from a variety of sources, including without limitation, from the cookies used by our Website.

Some parts of our business and other subsidiaries and affiliates Companies may need to collect and use personal data to provide you with their products and services and for certain other purposes. They have their own privacy policies that explain how they use your personal data when you interact with them or use their products or services.

MyBizSites is a platform that presents you with retailer virtual storefronts from which you can select goods for picking, packing and delivery by individual Delivery Personnel(s) to your location or, if available, for you to pick up in-store. In order to make this work, we need to share information about you and your order with the other parties who help enable the service. Some information provided to us by clients, customers, contractors and other third parties might be considered private or personal. Without these details we would not be able to carry on our business and provide our services to you. We will only collect such personal information if it is necessary for one of our functions or activities. We retain the right to use or disclose personal information about you that is required in the provision of information about or the promotion or delivery of hipages.com.au and services to the user, such as newsletters, promotional materials or direct marketing campaigns relevant to the services that we offer.

Our Websites or Mobile Apps may contain links to other websites operated by other organisations that have their own privacy policies. Please make sure you read the terms and conditions and privacy policy carefully before providing any personal data on a website as we do not accept any responsibility or liability for websites of other organisations.

We may also obtain your personal information from our affiliates or advertising partners, customers and other third parties that we consider helps us to deliver or advertise our services, understand online activity and collect information that we consider important to managing the quality or content of the services that we deliver. If you accept, we may Store and/or access information on a device to provide Personalised ads and content, ad and content measurement, audience insights and product development.

Note: You must be 18 years old or older to register as a customer of MyBizSites.

1. Data collected on this website

1.1. IP Address:

When visiting the Website, the IP address of the user's computer is registered. The IP address is the numerical address of the computer used when visiting the Website. The IP address is registered to enable MyBizSites to trace the used computer in case of misuse or unlawful actions in connection with the visit on or use of the Website. Further, the IP address is used to derive your approximate location (city level).

1.2. Type of device you are using

E.g. Computer, Mobile device etc., including the operating system you use and type of mobile device, the characteristics of the mobile device, the unique device identifier (UDID) or mobile equipment identifier (MEID) for your mobile device, the address of a referring web site (if any), and the pages you visit on our website and mobile applications and the times of visit. Our applications may collect precise information about the location of your mobile device using technologies such as GPS, Wi-Fi, etc.. We collect, use, disclose and/or process this information for one or more Purposes including, without limitation, location-based services that you request or to deliver relevant content to you based on your location or to allow you to share your location to other Users as part of the services under our mobile applications. For most mobile devices, you are able to withdraw your permission for us to acquire this information on your location through your device

settings. If you have questions about how to disable your mobile device's location services, please contact your mobile device service provider or the device manufacturer.

1.3. Type of web browser you are using

1.4. Personal Information

Before placing any order by using our Website or App, you are required to register an account and to provide us with a set of personal information (including but not limited to your name, email and contact details, bank account details, credit card/debit card details, your address and any other personal information that personally identifies you. We receive and store all information that you submitted at any required page on the Website or App.

1.5 Registration forms:

Information including, but not limited to: Name, Address, Telephone Number, E-mail Address.

1.6 Order forms:

Information including, but not limited to: name, email address, Credit Card/debit card number, credit card/debit card issuer bank, Expiration Date, security code, and Billing Address.

1.7 Delivery Information:

Information including, but not limited to: Name, Address, Telephone Number, Special delivery instructions and any other information to be provided for dispatch of goods/services.

1.8 Customer Information:

Information including, but not limited to: Products Ordered, Quantity of Order, Relevant promotional codes.

1.9 Other customer information:

Any other information about the User when the User signs up to use our Services or website, and when the User uses the Services or website, as well as information related to how the User uses our Services or website. Other information such as:

- Cookie information (e.g. cookie ID)
- User segmentation
- Information about other identifiers assigned to the device
- Information about the user's activity on that device, including activity on our website and mobile apps visited or used
- Information about the approximate (or, if you expressly agree, the exact) geographic location of the device when it accesses a website or mobile application
- Hashed email address

If you communicate with us by e-mail, or otherwise complete online forms, surveys, or contest entries, any information provided in such communication may be collected as Personal Information.

The information as stated in Section 1 is collectively referred to as "Personal Information". It is mandatory for you to provide us with the personal details marked as mandatory as requested by us. You may choose not to provide us with mandatory Personal Information as requested by us or you wish to withdraw your consent or significantly limit the processing of your personal data, you agree that we may not be able to provide you with our services. In such an event, you can still access and view our Website or App; however, you may not be able to order any products. In addition, you can choose not to provide certain optional information, then you might not be able to take full advantage of many of the features on the Website or App.

2. How we use your personal information

We use your Personal Information for purposes as responding to your requests, creating and maintaining your account, processing and filling customer orders, verifying your qualifications for certain products and services, billing, improving our services, providing an enhanced and more personalized shopping experience, communicating with you, carrying out our obligations arising from any contracts entered into between you and us, and informing you of special offers and discounts. From time to time, we may also use your Personal Information to send you free samples of new products or product brands different from those you usually order. signing up for electronic direct marketing communication such as newsletter you receive from us via e-mail or SMS; or signing up for membership in our customer clubs, or take part in surveys, competitions or events organised by us.

We may also use and process your Personal Information for other purposes such as:

- to share Personal Information with our business partners when it is involved in the transaction so that company can perform its functions;
- to share your Personal Information with our business partners, advertisers, event companies or sponsors who may communicate with you, for the purposes of conducting survey, rating, review and other marketing and promotions purpose;
- to notify and invite you to events or activities organised by us, our business partners, sponsors or advertisers;
- to share your Personal Information amongst our holding company, affiliates, subsidiaries, associate companies and jointly controlled entities for the relevant purpose and to market their products, services, events or promotions;
- to combine your Personal Information with information that we have collected from service providers, third parties or cookies in order to provide you with a better experience and to improve the quality of our services and the services of third parties;
- to use your Personal Information to provide you with information about offers, promotion, discounts, goods or services which we believe may be of interest to you;

- to prevent potentially prohibited or illegal activities and to ensure you always adhere and comply with our terms of use of our Website or App.
- To communicate with you (including for troubleshooting purposes or customer support)
- To provide information to regulatory and governmental authorities or other persons in compliance with its obligations under law.
- to consider and/or process your application/transaction with us or your transactions or communications with third parties via the Services
- to manage, operate, provide and/or administer your use of and/or access to our Services and our website, as well as your relationship and user account with us
- to manage, operate, administer and provide you with as well as to facilitate the provision of our Services, including, without limitation, remembering your preferences
- to tailor your experience through the Services by displaying content according to your interests and preferences, providing a faster method for you to access your account and submit information to us and allowing us to contact you.
- to respond to, process, deal with or complete a transaction and/or to fulfil your requests for certain products and services and notify you of service issues and unusual account actions
- to contact you or communicate with you via voice call, text message and/or fax message, email and/or postal mail or otherwise for the purposes of administering and/or managing your relationship with us or your use of our Services, such as but not limited to communicating administrative information to you relating to our Services. You acknowledge and agree that such communication by us could be by way of the mailing of correspondence, documents or notices to you, which could involve disclosure of certain personal data about you to bring about delivery of the same as well as on the external cover of envelopes/mail packages
- to allow other users to interact or connect with you on the Platform, including to inform you when another User has sent you a private message or posted a comment for you on the Site
- to allow for audits and surveys to, among other things, validate the size and composition of our target audience, and understand their experience with MyBizSites Services
- to carry out due diligence or other screening activities (including, without limitation, background checks) in accordance with legal or regulatory obligations or our risk management procedures that may be required by law or that may have been put in place by us

By accepting this Privacy Policy, you understand and agree that MyBizSites may provide your Personal Information to third parties to the extent necessary or desirable for the purposes stated above.

3. Data controller

3.1. The information for which MyBizSites is the data controller, MyBizSites shall be data controller of the master data that you have entered in connection with your creation of a profile/account or registration for newsletters, i.e. your name, your password and your email address, as well as

registration of your IP address. Furthermore, MyBizSites shall be the data controller of the information which is disclosed to other services.

3.2. The information for which you are the data controller, you shall be data controller of the content you choose to disclose on the Website and for the data disclosed on your profile on Social Networks, which is the consequence of the connection of your profile on the Website with your profile on the Social Network.

3.3. Links to websites

The Website contains links to other websites. Note that by clicking such links you will be transferred to other websites for which MyBizSites is not the data controller. We are not responsible for the privacy practices of other businesses or the content of web sites that are linked to our web site. MyBizSites encourages users to be aware when they leave the site and to read the privacy statements of each and every web site that collects personally identifiable information as their procedure for collecting and processing personal data may be different from ours..

4. Data processor

MyBizSites uses an external company for maintaining the technical operation of the Website. This external company is the data processor with regards to the personal data for which MyBizSites is the data controller.

By accepting this Privacy Policy, you accept that MyBizSites also allows the data for which you are the data controller to be processed by the same data processor.

The data processor shall solely act according to instructions from MyBizSites. By accepting these terms and conditions, you authorize MyBizSites to give such instructions to the data processor which are necessary for the processing of data in accordance with this Privacy Policy and for the purpose of use of the Website.

The data processor has made necessary technical and organizational safety measures against the information being accidentally or illegally destroyed, lost or deteriorated, and against the information coming to the knowledge of unauthorized persons, is misused or in other ways is processed in violation with the act on processing of personal data. On your request – and against remuneration of the data processor's current hourly rates at any time for such work – the data processor shall supply you with sufficient information to demonstrate that the above-mentioned technical and organizational safety measures have been made.

MyBizSites may now or in the future process and / or store your personal data in the U.S. If you access or use the Website from a location outside of the U.S., you consent to the transfer, storage and processing of your personal data in the U.S.

5. Security measures

MyBizSites will use commercially standard practice and reasonable efforts to see that the recorded or stored data, including the personal information, under its control is handled by using appropriate security measures and to protect the personal information from unauthorized access, modification and disclosure. Our employees, contractors, agents and service providers who provide services related to our information systems are obliged to respect the confidentiality of any personal

information held by us. MyBizSites regularly audits its system for possible vulnerabilities and attacks. However, since the internet is not a 100% secure environment, MyBizSites cannot ensure or warrant the security of information you transmit to MyBizSites. Information sent via the Website are not encrypted, and MyBizSites, therefore, advises you not to communicate any confidential information through these means.

No data transmission over the Internet can be guaranteed to be 100 per cent secure. As a result, while we strive to protect user's personal information, MyBizSites cannot ensure or warrant the security of any information transmitted to it or from its online products or services, and users do so at their own risk. Once MyBizSites receives your transmission, it makes every effort to ensure its security on its systems.

6. Our website uses cookies and in the following we describe what cookies we use and for what purposes. By using our website, you accept that we use cookies as described in the following.

6.1. What is a cookie?

Cookies are small information units which the Website places on your computer's hard disk, on your tablet or on your smartphone. Cookies contain information that the Website uses to make the communication between you and your web browser more efficient. The cookie does not identify you as an individual user but identifies your computer.

There are two types of cookies – session cookies and persistent cookies. Session cookies are temporary bits of information which are deleted when you exit your web browser. Persistent cookies are more permanent bits of information that are stored and remain on your computer until they are deleted. Persistent cookies delete themselves after a certain period of time but are renewed each time you visit the website. The Website uses session cookies and persistent cookies.

6.2. What type of cookies do we use and for what purposes?

[Cookies are a text file placed into the memory of your computer that may enable MyBizSites to identify you and collect information such as the date and time of access, the URL of other webpages being or previously accessed by your browser, during your visit to our Website. Registration for and use of an MyBizSites account will require cookies to be enabled for account authentication purposes.]

We use cookies for:

6.2.1. Statistics:

Measuring Website traffic i.e. number of visits on the Website, which domains the visitors come from, which pages the visitors visit on the Website and in which overall geographical area the visitors are located.

6.2.2. Improvement of the functionalities of the Website:

Optimizing your experience with the Website, which includes remembering your user ID and password when you return to the Website so you do not have to log in again.

6.2.3. Connect with Social Media:

We give you the possibility of connecting with Social Media, such as Facebook, Instagram etc..

6.2.4. Targeted advertisement:

Displaying specific advertisements on the Website which we believe you will find interesting.

6.3. Third party cookies

Our Website use cookies from the following third parties:

6.3.1. Google Analytics: for statistical purposes. You can decline cookies from Google Analytics by clicking on this link: <http://tools.google.com/dlpage/gaoptout>

6.3.2. Facebook: Set by Facebook only if you interact with the Facebook plugin or are already logged into Facebook from other sources for the purpose of connecting and integrating with them.

6.3.3. Twitter: Set by Twitter only if you interact with the Twitter plugin or are already logged into Twitter from other sources for the purpose of connecting and integrating with them.

6.3.4. Google+: Set by Google only if you interact with the Google+ plugin or are already logged into Google from other sources for the purpose of connecting with them.

6.3.5. Google ads: for the purpose of displaying relevant advertisements.

6.4. Deletion of cookies

If you want to delete the cookies already on your equipment, you can, if you use a PC or a more recent browser, press CTRL + SHIFT + DELETE simultaneously. If the shortcuts do not work on your browser, please visit the support page for the browser in question. Please note that our Website will not work in its full extend if you delete the cookies.

7. Lost or Stolen Information

You must promptly notify us if your credit card, user name, or password is lost, stolen, or used without permission. In such an event, we will note that you have cancelled your credit card number, user name, or password in our system and will update our records accordingly.

8. Access, correction and deletion

8.1. Access

Upon written request to MyBizSites via the contact information stated in section 9, MyBizSites shall inform you of the purpose of the processing; who receives the information and from where the information originates.

Requests regarding the above shall only be processed if more than 6 months have lapsed since your previous request unless you can substantiate a special interest in obtaining the information earlier.

8.2. Correction and deletion

If you discover that the information which MyBizSites as the data controller process on you is incorrect, inaccurate, incomplete or misleading, MyBizSites shall make the correction hereof on your request. We recommend that you – if possible – make the correction of such errors yourself.

You may at any time correct or delete any content and information on the Website for which you are the data controller, cf. Section 3.2. If your personal data change, or if you no longer wish to appear on the Website, you may update or delete the information by logging on to your user profile.

When your profile is deleted, all the data associated with your user profile is deleted. However, we will retain personal information from your deleted accounts to comply with law, prevent fraud, collect any fees owed, resolve disputes, assist with any investigations, enforce our Terms & Conditions, and take other action otherwise permitted by law. We will destroy the data once we confirm no use for it.

9. How to limit the use of your information

Our users are given the opportunity to “opt out” of having their information used for purposes not directly related to placement, processing, fulfillment or delivery of a product order at the point where we ask for the information. If you prefer to “opt out” and not have us send you material we think may be of interest to you, such as product information, product samples, and promotional mailings/e-mails from us and sites and companies we own, then you can notify us via email mysitemainuser@gmail.com

10. Changes in the privacy policy

MyBizSites may at any time and without notice make changes to its privacy policy with future effect. We will make an effort to provide reasonable advance notice of any such changes. MyBizSites shall inform the users of the Website of such changes when the users log on to the Website. You agree that the continued use of the Website after any posted modified version of the Privacy Policy is your acceptance of the modified Privacy Policy. Please remember to refer back to this Privacy Policy regularly to review any amendments.

11. Disclosure Required by Law

We may disclose Personal Information when required by law or to prevent fraud or illegal activities or when we believe in good faith that such action is necessary in order to conform to the edicts of the law or comply with a court order or legal process served upon MyBizSites or any of its officers or principals. We further reserve the right to disclose such information when MyBizSites reasonably believes that it is needed to identify, contact, or bring legal action against a party who may be violating MyBizSites Terms and Conditions or may be causing injury to or interference with

MyBizSites rights or property, registered customers or potential customers of MyBizSites, or anyone else that could be harmed by such activities.

12. Information on Children

The Services are not intended for children under the age of 13. We do not knowingly collect or maintain any personal data or non-personally-identifiable information from anyone under the age of 13 nor is any part of our Site or other Services directed to children under the age of 13. As a parent or legal guardian, please do not allow such children under your care to submit personal data to MyBizSites. In the event that personal data of a child under the age of 13 in your care is disclosed to MyBizSites, you hereby consent to the processing of the child's personal data and accept and agree to be bound by this Policy on behalf of such child. We will close any accounts used exclusively by such children and will remove and/or delete any personal data we believe was submitted without any parental consent by any child under the age of 13.

13. Requesting Access and/or Correction of Personal Data

If you have an account with us, you may personally access and/or correct your personal data currently in our possession or control through the Account Settings page on the Site.

However, if you request our assistance, then we will/may also be charging you a reasonable fee for the handling and processing of your requests to access your personal data. If we so choose to charge, we will provide you with a written estimate of the fee we will be charging. Please note that we are not required to respond to or deal with your access request unless you have agreed to pay the fee.

We will send the corrected personal data to every other organisation to which the personal data was disclosed by us within a year before the date the correction was made, unless that other organisation does not need the corrected personal data for any legal or business purpose.

We reserve the right to refuse to correct your personal data in accordance with the provisions as set out in Privacy Laws, where they require and/or entitle an organisation to refuse to correct personal data in stated circumstances.

14. Inquiries regarding the Website or the privacy policy

In case of inquiries regarding MyBizSites's privacy policy, our processing of personal data, correction of data or your relations to us in general, you are welcome to contact MyBizSites by email at mysitemainuser@gmail.com.