



BOARD OF ENGINEERS MALAYSIA

PRIVACY and SECURITY POLICY

In accordance with the **Personal Data Protection Act 2010** (hereinafter referred to as “Act 709”), which regulates the processing of personal data in commercial transactions we give you notice as follows (for the purpose of this written notice, the terms “personal data” and “processing” shall have the meaning prescribed in Act 709):

1. Introduction

Your personal data is being processed by or on behalf of the Board of Engineers Malaysia (BEM) and your personal data was, or may be collected in the future, from the information you have provided us in any form and any other BEM’s documentation or from the Institution of Higher Learning or from the banking institutions.

2. Types of Personal Data

The personal data processed by us includes but not limited to the following:

- (a) Personal information such as name, title, national identity card number, date of birth, place of birth, gender, race, citizenship, address, telephone number, fax number, mobile number, email address and photograph.
- (b) Academic Qualification details such as diploma or matriculation level, first engineering degree, university, country of the university, period and year of study, study mode, profession affiliation, specialization, and other qualifications such as Master and PhD.
- (c) Employment history such as company name, position, industry and practical experience.
- (d) Company information such as company name, SSM No, address, telephone number, fax number, email address and list of board of directors & shareholders.

3. Purposes of Processing Personal Data

3.1 BEM processes personal data for the following purposes, which includes but is not limited to the following:

- (a) for any activities relating to BEM in carrying out its functions;
- (b) to process your applications, inquiries and requests;
- (c) to send you updates, notices, promotion of services and products, mailers, and information;
- (d) to notify and invite you to events, seminars or activities;
- (e) to conduct research, surveys and statistical analysis;
- (f) to comply with any applicable laws, proceedings or inquiries from regulatory authorities and enforcement agencies;
- (g) for any other purposes, directly or indirectly relating to any of the above purposes and BEM's activities.

3.2 Any failure to provide the personal data or subsequent withdrawal of your consent to provide and process your personal data may result in us being unable to process your personal data for any of the purposes described above.

4. Disclosure of Personal Data

4.1 BEM may disclose your personal data to the following parties, including request made mandatory under any applicable laws of Malaysia:

- (a) Federal government and state governments of Malaysia
- (b) Governmental authorities to comply with statutory, regulatory and governmental requirements;
- (c) Engineering Accreditation Council (EAC) for the purpose meeting its requirements.
- (d) Selected financial institutions for the purpose of internet banking verification.
- (e) Any party who is allowed according to the law including advocates and solicitors with a court order.

5. Access of Personal Data

5.1 Under the PDPA, you have the right to access your personal data to ensure that the personal data we hold about you is accurate, complete, not misleading, and up-to-date.

5.2 You may request for correction of and/or update your personal data or to contact us with any enquiries in respect of your personal data at:

*Registration Department
Board of Engineers Malaysia
Tingkat 17 Blok F Ibu Pejabat JKR
Jalan Sultan Salahuddin, 50580 Kuala Lumpur
Tel: 03-26912090 / 03-26107095; 03-26925017
Email: registration@bem.org.my*

6. Data Integrity

The personal data you have provided to BEM are accurate, not misleading and up-to-date and if there is any change to the data, you should notify BEM accordingly.

7. Data Security and Protection

7.1 BEM takes practical steps to protect the collected personal data and its confidentiality. BEM ensures that appropriate administrative, security safeguards and procedures taken are in line with the applicable laws and regulations for the protection of personal data.

7.2 Latest technology including data encryption is used to protect data and adherence to strict safety standards are maintained to prevent unauthorized access.

7.3 All electronic storage and transmission of personal data are secured and stored with appropriate security technologies.

8. Changes and Update on Privacy Notice

BEM reserves the right to change or update this Privacy Notice to coordinate any changes to our privacy practices. We will display any such amendment in a notice on our website or through any other suitable means. We believe that you agree to the terms above and allow us to process your personal information.