

This www.theinterninsider.com ("**Website**") is maintained by The Intern Insider ("**TII**"). As used in this Privacy Policy, the terms "we," "us" and "our" shall refer to TII. This Privacy Policy shall be read together with TII's Data Protection Notice and shall form as part of the Terms of Use.

This Privacy Policy describes what information we gather from you, how we use that information, and what we do to protect it and it applies to information collected by the Website both from users who log on to interact with the Website and from users who view and use the Website without logging on.

By using the Website, you are consenting to our collection and use of your information in accordance with this Privacy Policy.

Information collected

We collect the following information:

- **Personal identifiable information**
When you submit a review on the Website we may collect your personal information including but not limited to your name, email address, place of work, education and any other related information.
- **Usage information**
When you view, use and interact with the Website such as contents, pages, features and functionality of the Website including any applications, software and platform technology that may be featured in the Website.
- **Browsing information**
When you access the Website, our servers automatically track and record any activity and information that your browser provides. This may include, among other things, your Internet Protocol address, web request, browser type, the date and time of your request, web pages visited, files accessed, and one or more cookies that uniquely identify your browser (refer below).
- **Cookies**
The Website (along with many others) generates "cookies", which are special files collected by our servers that identify you or your computer whenever you visit the Website. These cookies do not record data permanently and are not stored on your computer's hard drive; once you close your browser, your computer deletes the cookies.
- **Communication**

When you submit a request for more information, support or assistance, we will keep a record of the request and the manner in which it was processed and when you voluntarily interact with third party services available through the Website like surveys, polls or other third party research undertaken with your consent.

Uses of information Collected

We may use the information collected for the following purposes:

- To identify you as the creator of any review that you contribute including any comments that you post and/or the other contributions that you make to the Website;
- Understand and analyze the usage trends and preferences of users of the Website, to improve the way the Website works and looks, and to create new features and functionality;
- Generate data and reports about your usage of the Website and its content

We will keep confidential all information collected through the Website. We may however disclose such information to the following parties in the course of using the information for the reason it was collected:

- parties that are involved with the Website and any programmes and activities that are run by TII;
- a person or company acting on behalf of TII;
- any other person or company, who has undertaken to keep such information confidential, provided they have a right to such information;
- to government authorities if we are forced to by law;
- to anyone else that has a right to it under Malaysian law so long as they can prove they have the authority to do so.

Security of Data

We are committed in ensuring your information is secured. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect on-line.

Data Retention

We will keep any information you give us as long as there is a reason to do so, for instance to satisfy the law or regulations, or to protect our interests. If not, then we will destroy it by purging it from our electronic, manual, and other filing systems according to our internal procedures and schedules.

Links to other websites

The Website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Changes to this Policy

TII has the right to change this policy at any time. We will announce any changes on this page. This policy is not a contract, nor does it suggest any obligation on our part with another party.

NOTICE UNDER THE PERSONAL DATA PROTECTION ACT 2010

In view of the recent enforcement of the Personal Data Protection Act 2010 ("Act") in Malaysia, TII, is in the midst of exercising compliance of the Act. This Notice shall serve as our endeavours to keep you informed and to help you better understand the manner in which your personal data is managed and to give you the options available to you to access or limit the use of the information provided. The Act also requires TII to obtain your consent for the usage and processing of your personal data.

Categories of Personal Data that we collect

Under the Act, personal data means any information relating to an identified or identifiable natural person. An identifiable person is someone who can be identified, directly or indirectly, in particular by reference to an identification number or the person's physical, physiological, mental, economic, cultural or social characteristics ("Personal Data").

For the purpose of this Notice, the Personal Data collected and processed by us may include but not limited to:

- Name, Identity Card number and date of birth;
- Contact details including address, phone number(s) and email address;
- Occupation and place of employment;
- Any other personal data required for the purposes as set out below.

Purpose of collecting your Personal Data

The Personal Data previously collected from you is being, and will continue to be used for the following purposes including but not limited to:

- identify you as the creator of any review that you contribute including any comments that you post and/or the other contributions that you make to the Website;
- conduct market research and/or statistical analysis as well as usage trends;
- for marketing purposes (subject to any objections received and/or consents obtained, for which see below);
- communicate our latest initiatives via sms blast, telemarketing or email blast; and

Disclosure of Personal Data

Your Personal Data will be kept confidential but such Personal Data may be provided to the following parties for the purposes set out above:

- Government agencies that work closely with TII for the purpose of carrying out the mandate of Government of Malaysia;
- Participating companies of TII's programmes or initiatives that you have participated or intend to participate;
- A person or company acting on behalf of TII;
- Any other person or company, who has undertaken to keep such information confidential, provided they have a right to such information; and
- Any other person(s) or governmental authorities required or permitted by law.

Personal data and information provided by you will not be processed for any other purposes contrary to what is set out in Paragraph 2 above. TII will not disclose Personal Data and information obtained to any other third party apart from those set out in this Paragraph 3 without your consent.

Non-Provision of Personal Data

In the event that sufficient Personal Data is not supplied or is not satisfactory to us, then your application or request to us for any of the abovementioned purposes may not be accepted or acted upon or your request to browse some information on the Website may be denied or we will not be able to provide the full range of services through the Website.

Your Consent

The submission of your Personal Data to us for the abovementioned purposes in Paragraph 2 shall be deemed as your express consent for us to process and to disclose your Personal Data and any updates of your information, for the purposes and/or for any other purposes related to the purpose.

Security of Personal Data

TII is taking prudent steps to safeguard the confidentiality and security of all Personal Data, including appropriate procedural, organizational and technical steps to protect Personal Data from accidental or unlawful destruction or accidental loss, alteration or disclosure. These steps include entering into written agreements with subcontractors who process Personal Data in accordance with TII's instructions and incorporating TII's own data protection standards as a minimum.

TII has reasonable security policies and procedures in place to protect Personal Data from unauthorized loss, misuse, alteration, or

destruction. Despite our best efforts, however, security cannot be absolutely guaranteed against all threats. To the best of our ability, access to your Personal Data is limited to those who have a need to know. Those individuals who have access to the Personal Data are required to maintain the confidentiality of such information.

Retention of Personal Data

TII will take all reasonable steps to ensure that:

- Personal Data are retained only for so long as the information is necessary to comply with your request or until you request that the information be deleted according to our internal procedures; and
- the Personal Data is destroyed or permanently deleted, where possible, after the purpose is served.

Access to Personal Data

The Act allows you the right to access the Personal Data you have submitted. You may at any time hereafter make inquiries, complaints and request for access to, or correction of, your Personal Data or limit the processing of your Personal Data by submitting such request to our postal address, fax number or email address as set out below:

The Intern Insider

4, Jalan Titian U8/42C
Bukit Jelutong
40150 Shah Alam
Selangor
Tel : +060182579400
Email : hellointerninsider@gmail.com