



PERSONAL DATA PROTECTION NOTICE

Effective Date : 1 Jun 2022

Date Of Update :

VALUED CUSTOMER,

The Johor Bahru City Council is:

- a. Subject to the Personal Data Protection Act 2010 (hereafter referred to as PDPA with effect from 15 November 2013);
- b. Committed to protecting your privacy and ensuring your personal data is processed according to the PDPA

This Notice applies to the persons governed under the Act and serves to inform you how your Personal Data is controlled, processed and/or used by the Johor Bahru City Council (MBJB), a Local Authority that was established under Act 1976 sebuah Pihak Berkuasa Tempatan yang ditubuhkan di bawah Akta 1976 with its place of operation at Menara Majlis Bandaraya Johor Bahru, No.1, Jalan Lingkaran Dalam, Bukit Senyum, 80300 Johor Bahru.

COLLECTION

1. Personal Data are all data / information that is provided or supplied by you either directly or indirectly.
2. Your Personal Data is collected directly from information and/or documents which you have provided to us and where necessary, from third parties and from the public domain or online platforms.

TYPES PERSONAL DATA

3. The Personal Data which is controlled, processed and / or used by MJB including but not limited to your name, age, date of birth, identity card number, passport, gender, nationality, religion, home / office address, telephone number, fax number, email, name of employer/company, business license information, transfer of ownership information, MJB premise rental information, contractor/vendor and other information relevant to the purposes in paragraph 4 below.

PURPOSES OF PROCESSING PERSONAL DATA

4. Your Personal Data may be controlled, processed and/or used by us for the following purposes:
 - i. Processing business and advertisement Licenses application;
 - ii. Processing transfer of ownership for holdings;
 - iii. Processing payment to vendors or contractors and returning of deposits to developers/individuals;
 - iv. Generating various bills;
 - v. Processing the rental of MJB premises (halls, stalls);
 - vi. Processing the purchasing of tender/quotation documents;
 - vii. Processing the action of confiscation, notices, compounds and prosecution;

- viii. Inoculation for food vendors and restaurant workers;
- ix. Application for vacancy posts;
- x. Purpose of banking processes, signing of legal document and accounting;

WITHDRAWAL / LIMITATION OF CONSENT

- 5. The provision of your Personal Data to us is on voluntary basis. You may at any time hereafter withdraw your consent for us to collect, process, use, store or limit the processing of your Personal Data for any of the purposes mentioned above by notifying us in writing using the address set out below.
- 6. If you do not provide your Personal Data or if insufficient Personal Data is supplied to us when requested, we may not be able to communicate with you and this may affect MBBJ's ability to fulfil the purposes mentioned above and your ability to enjoy the full range of benefits provided above.
- 7. If you do not wish for your Personal Data to be collected via cookies on MBBJ website, you may deactivate the cookies.

DISCLOSURE

We may disclose your Personal Data for the purposes stated above to our affiliates and relevant parties as below:

- 8. MBBJ employees, our affiliates, our strategic partners, our service providers/vendors, our appointed agents, our consultants, our legal advisors, our external auditors, and any person who is under a duty of confidentiality to MBBJ;
- 9. If necessary and expedient, we may also disclose your Personal Data to any other third parties including but not limited to professional bodies, training institutions, banks, financial institutions, any governmental and/or non-governmental authorities, agencies, bodies or departments;
- 10. We shall disclose your Personal Data to whom we are compelled or required to under the law;
- 11. Any parties or individuals under secrecy obligation that had provided an undertaking to protect the Personal Data as private and confidential;
- 12. We will also disclose your Personal Data if required by the law if required for:
 - 12.1 Following or compelled by any authorities, law enforcement agencies or due to legal processes;
 - 12.2 Protecting and securing the rights or properties of MBBJ and MBBJ employees.

RETENTION

- 13. MBBJ will:
 - 13.1 Retain your Personal Data within the period of seven (7) years/ as relevant pertaining to your status as our customer;
 - 13.2 We will only retain your Personal Data for as long as is necessary to fulfill the purpose for which it was collected or to comply with legal and regulatory requirements as well as internal requirements.
 - 13.3 If you are no longer our customer, your personal data will be permanently deleted.

INTEGRITY & SECURITY

14. We are committed to ensuring that your Personal Data is stored securely in our databases and in our offices.
15. All reasonable efforts and practical steps are made to ensure that any Personal Data held by MBBJ is protected against any loss, misuse, modification, unauthorized or accidental access or disclosure, alteration or destruction.
16. To ensure that your Personal Data in our retention is accurate and up to date, you are advised to notify us promptly in the event of any inaccuracy or any changes to your Personal Data.

ACCESS, CORRECTION & COMPLAINTS

17. If you wish to request access to or to rectify your Personal Data or withdraw / limit your consent, you may send your request in writing to this address:

*Attention: Haji Abdul Aziz bin Ithnin
Director of Management Services
Majlis Bandaraya Johor Bahru (MBJB)
Menara MBBJ, No.1, Jalan Lingkaran Dalam, Bukit Senyum, 80300 Johor Bahru*

*Telephone : 07 -219 8170
No. Faks : 07-223 0617
E-mel : info@mbjb.gov.my*

18. Any application to access or to make any correction of your personal data, we might put on charges based on the First Schedule (Rule 1) Rule of Personal Data Protection (Fee) 2013.

CONSENT

19. Please also note that from time to time, we may request for new Personal Data from you. By providing us with your Personal Data or continuing to communicate with MBBJ, we shall regard that you have consented to the processing of such data.
20. MBBJ shall have the right to modify, update or amend the terms of this Notice at any time by placing the updated Notice on the MBBJ website. By continuing to communicate with MBBJ or by continuing to use MBBJ's services following the modifications, update or amendment to this notice, it shall signify your acceptance of such modifications, updates or amendments