

KSM Group – Privacy Policy

Effective Date: 1 November 2025

This Privacy Policy explains how **KSM Group**, Kejuruteraan Semangat Maju Sdn Bhd and its subsidiaries, affiliates, associated entities and any of their branches and offices (collectively or individually “KSM Group”, “KSM”, “we”, “our”, or “us”), collects, uses, discloses, and protects personal data when you visit or interact with our website, whether as a **client, contractor, vendor, business partner, job applicant, or general visitor**.

By using our website, you acknowledge that you have read and understood this Privacy Policy and agree to the collection and use of your information as described herein.

1. Personal Data We Collect

We may collect and process personal data from you when you visit our website or interact with us through various channels. This may include:

- Your name, company name, designation, contact number, and email address
- Details provided through online forms, including service or product inquiries
- Information submitted for quotations, collaboration requests, or vendor registration
- Job application details such as résumé, qualifications, and experience
- Feedback, comments, or messages you voluntarily provide
- Automatically collected data such as IP address, browser type, device information, and website usage analytics

2. Purpose of Data Collection

We collect and use personal data for the following purposes:

- To respond to inquiries, requests, or communications
- To manage client, vendor, and contractor relationships
- To provide information about our products, services, and solutions
- To process job applications and communicate recruitment outcomes
- To support project coordination and operational matters
- To improve website functionality, user experience, and communication efficiency
- To comply with applicable legal, regulatory, or internal policy requirements

3. Legal Basis for Processing

We process your personal data based on one or more of the following lawful bases under the **Personal Data Protection Act (PDPA) Malaysia**:

- **Your consent** (for example, when submitting an inquiry or application)
- **Contractual necessity** (to perform or prepare a contract with you)
- **Legitimate business interests** (to manage business relationships or improve our services)
- **Legal obligations** (to meet regulatory or statutory requirements)

4. Disclosure of Personal Data

Your personal data may be shared with:

- Subsidiaries and affiliated companies within the KSM Group
- Business partners, suppliers, or service providers who assist in business operations
- Technology providers supporting website hosting, email systems, or analytics tools

- Regulatory authorities, law enforcement, or government bodies where legally required
- Professional advisors such as auditors, legal counsel, or consultants

We are committed to keeping your personal data private and do not sell or trade it to third parties.

5. Cross-Border Data Transfer

Where necessary, personal data may be transferred to affiliates or service providers located outside Malaysia. We ensure that such transfers comply with applicable privacy and data protection laws to maintain the confidentiality and security of your information.

6. Data Security

We adopt appropriate administrative, technical, and physical safeguards to protect your personal data from unauthorized access, misuse, loss, or disclosure. However, please note that no system or online transmission is entirely secure, and we cannot guarantee absolute protection.

7. Data Retention

We retain your personal data only for as long as necessary to fulfill the purposes stated in this Privacy Policy or as required by law, internal policy, or contractual obligations. After this period, we will securely delete or anonymize your information.

8. Your Rights

You may exercise your rights under the PDPA, including the right to:

- Access and obtain a copy of your personal data
- Request correction of inaccurate or incomplete information
- Withdraw consent for data processing (where applicable)
- Request deletion or restriction of processing, subject to legal limitations

To exercise your rights, please contact us as outlined in Section 11.

9. Cookies and Tracking Technologies

Our website uses cookies and similar technologies to enhance your browsing experience, analyze site performance, and collect visitor statistics. You may adjust your browser settings to disable cookies, but some website features may not function properly as a result.

10. Third-Party Links

Our website may include links to other websites operated by third parties. We are not responsible for the privacy practices, security, or content of those websites, and encourage you to review their respective privacy policies before providing personal information.

11. Contact Us

If you have any questions, concerns, or requests regarding this Privacy Policy or your personal data, please contact:

KSM	Group	–	Data	Protection	Officer
Email:					info@ksmgroup.co
Phone:			+603-8084		1870
Address: 7 & 9, Jalan USJ 10/1d, Taipan Business Centre, 47620 Subang Jaya, Selangor.					

12. Updates to This Privacy Policy

We may update or revise this Privacy Policy periodically to reflect changes in our practices, legal obligations, or business operations. All updates will be posted on this page with the revised effective date. Your continued use of our website constitutes acceptance of any updates or changes.