



ARIFA LAUNDRY

ARIFA LAUNDRY (M) SDN BHD

Company Registration No. 1419073-H

PERSONAL DATA PROTECTION POLICY

Process Owner: Management (Director)

Intended Users: Arifa Laundry (M) Sdn Bhd - All Employees and Business Associates

Last updated: July 2026

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1. PURPOSE

- 1.1. Arifa Laundry (M) Sdn Bhd is committed to protecting personal data and to handling it in accordance with the Personal Data Protection Act 2010.

2. SCOPE

- 2.1. This policy covers the personal data of customers, employees, suppliers and other individuals that the company collects and processes.

3. OUR PRINCIPLES

The company handles personal data in line with the principles of the Act:

- a) General: process personal data lawfully and only for legitimate purposes.
- b) Notice and Choice: inform individuals of the purpose of collection and their rights.
- c) Disclosure: do not disclose personal data for purposes other than those notified, without consent.
- d) Security: take practical steps to protect personal data against loss, misuse or unauthorised access.
- e) Retention: keep personal data only for as long as it is needed.
- f) Data Integrity: keep personal data accurate, complete and up to date.
- g) Access: allow individuals to access and correct their personal data.

4. IMPLEMENTATION

- 4.1. Personal data is collected only where needed, stored securely, and accessed only by authorised personnel. It is disposed of safely when no longer required.

5. RESPONSIBILITIES AND REPORTING

- 5.1. Requests to access or correct personal data, and any suspected data breach, should be directed to the Director. Breaches are addressed promptly and affected individuals are informed where appropriate.

6. EFFECTIVE DATE

This policy is approved by the Director of Arifa Laundry (M) Sdn Bhd and is effective from the date shown on the cover.