

	RTM		
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Protection of Personal Information Clause

- 1.1 All Personal Information that we collect on this form will be processed, and held in accordance with the provisions of the Protection of Personal Information Act. Your rights thereunder as well as our Protection of Personal Information Policy. You may request a copy of our Protection of Personal Information Policy from our HR Department, at Head Office.
- 1.2 By not providing us with the Personal Information as requested on this form, we will not be able to assist with your request / query / quotation for our services.
- 1.3 For complete details of our collection, processing, storage, and retention of Personal Information including, but not limited to, the purpose(s) for which personal information is used, the legal basis or bases for using it, details of your rights and how to exercise them, and Personal Information sharing, where applicable, please refer to our Privacy Notice available from Head Office.
- 1.4 For the purposes of this form, your Personal Information as required above shall be used for the following purposes:
 - 1.4.1 To assist with service delivery queries.
 - 1.4.2 To assist with quotations / requests.
 - 1.4.3 General enquiries.
- 1.5 Your Personal Information may be shared with third parties as required for the purposes of fulfilment of this application / request / complaint / order / enquiry / other.
- 1.6 By signing this form, you agree to us processing your Personal Information as explained above.