Privacy & Security Policy

This Privacy & Security Policy is formulated in accordance with the Personal Data Protection Act 2010 of Malaysia, which describes how your information is collected and used. Diode respects and is committed to protecting your privacy with regards to personal data collected. We place a high importance on how we treat the personal data you share with us. This policy aims to help you understand how we handle personal data and manage its disclosure.

What is 'Personal Data'

Personal Data is 'any information which may identify a data subject'. This may include, but is not limited to, information such as name, age, gender, identity card number, passport number, personal telephone number, email address, physical home address, your photo, health information, personal opinions and beliefs, and your financial info.

Personal Data information collected by the website

The website servers do not automatically recognize specific contact information about individual users nor automatically record your personal data unless you provide it. We collect your personal data when you reach out to us via the 'Contact Us' Page by providing your name and email address. The information you provide us is only used to get in touch with you or to provide a service. It is not shared with other organizations for commercial purposes or for marketing purposes.

When you request pages on our website, it automatically collects some information about your preferences, including your internet protocol ("IP") address. We use this to help diagnose problems with our websites and to analyze website traffic and interest.

Purposes for collecting Personal Data

Personal Data that you provide to us voluntarily on our websites and any other related channels is collected and processed for the following purposes:

- To manage, verify and complete any transactions with you;
- To manage, verify and coordinate your participation in our LEAP program or any other project;
- To update you on Diode's project progress, new opportunities, project related and other LEAP related information;
- To improve our services;
- To respond to your requests or complaints;
- To establish a relationship between you, Diode and/or any third party service providers with your consent;

- To use as information sharing to raise awareness about the work or cause at hand;
- To analyze interest and support;
- To comply with any regulatory, statutory or legal obligation imposed on us by any relevant authority.

Although the precise details of the Personal Data collected will vary according to the specific purpose, we may collect the following specific Personal Data information from you:

- Name;
- Address;
- Phone number(s);
- Date of birth;
- Email address;
- Gender;
- Identity card number or passport number

Use and Disclosure of Personal Data

We strive to keep your personal data confidential. We do not rent, sell or exchange your personal data with other organisations, vendors or individuals. We also do not share your personal data with third party providers without your consent.

Your Personal Data may be disclosed to third party providers with your consent for the following reasons:
- To use videos or images to raise awareness or promote the organisation's cause or work;
- To update Diode's clients on project progress, new opportunities and LEAP related info;
- To process and analyze interest and responses;
- To respond to queries or complaints;
- To manage, verify and coordinate your participation in our LEAP program or any other project.

We are responsible for the Personal Data under our control, including information disclosed to us by a third party provider with your consent.

Your personal data relating to serious breaches of our Child Protection Policy will be shared with the authorities without your consent. This is uphold our commitment to ensuring children are protected from any abuse, maltreatment and exploitation.

Storage of Personal Data

Your Personal Data may be stored on Diode website, email servers and/or a secured Google drive. It may be necessary to transfer your Personal Data to third party services providers based/located in or outside of Malaysia. We will do so only with your consent.

Any Personal Data provided will be retained as long as necessary for the fulfilment of the 'Purposes of collecting Personal Data' or to satisfy any legal regulatory, auditing or financial requirements.

External Links
Our website may contain links to other sites. We are not responsible for the privacy practices or the content of such sites. We advise you to review the privacy and security policy of that website before providing any personal data.

Right of Access to Personal Data and Contacting Us
Under the 2010 Act, you have the right of access to your Personal Data held by us and to request correction of the Personal Data that is inaccurate, incomplete, misleading or not up-to-date. If you see your image or video on our social media sites and wish to revoke consent, you can also email us to have them removed provided we have full control and authority to do so.

If you have any questions regarding this Privacy Policy, if you wish to request access to your Personal Data, if you wish to correct your Personal Data, or if you wish to withdraw your consent for future use of your personal data, you may send your request by email to: jennifer@diodeconsultancy.org or veena@diodeconsultancy.org.

If you feel we have breached this Privacy & Security Policy, or if you feel a third party provider affiliated with us has misused your Personal Data, please write to us via email: jennifer@diodeconsultancy.org or veena@diodeconsultancy.org.

Changes to this Privacy & Security Policy
We reserve the right to amend this Policy without prior notice. Any changes to the Policy will be uploaded onto our website. We encourage you to check the website on a regular basis for any changes.

Updated October 2019