



DIY LEGAL TEMPLATES PRIVACY NOTICE

1. INTRODUCTION

This Privacy Notice explains how DIY Legal Templates collects, uses, stores, discloses and protects personal data relating to Customers, Partners and visitors to the Platform. DIY Legal Templates is operated by **[AZEAN VENTURES SDN. BHD.]** ("DIY Legal Templates", "we", "us" or "our").

2. SCOPE

This Privacy Notice applies to personal data collected through the DIY Legal Templates website, Partner registration and submission processes, Customer accounts, purchases, downloads, communications, Customisation Services and related Platform activity.

3. PERSONAL DATA WE MAY COLLECT

Depending on how the Platform is used, we may collect:

- a. name;
- b. identification or verification information;
- c. email address;
- d. telephone or WhatsApp number;
- e. address;
- f. professional information;
- g. company information;
- h. bank and payment information;
- i. account credentials;
- j. transaction history;
- k. Template submissions;
- l. messages and communications;
- m. IP address;
- n. device and technical information; and
- o. other information voluntarily provided to us.

We may also collect information concerning use of the Platform, including pages visited, documents purchased or submitted, downloads and transaction activity.

4. HOW WE COLLECT PERSONAL DATA

We may collect personal data directly from you when you:

- a. register for an account;
- b. submit a Template;



- c. purchase a document;
- d. request Customisation Services;
- e. communicate with us;
- f. communicate through the Platform; or
- g. otherwise use the Platform.

We may also receive information from payment providers, identity-verification providers, technology providers and other service providers where necessary to operate the Platform.

5. PURPOSES OF PROCESSING

We may use personal data to:

- a. create and administer accounts;
- b. process payments;
- c. deliver purchased documents;
- d. administer the Partner Programme;
- e. calculate and pay Partner earnings;
- f. communicate with Customers and Partners;
- g. facilitate Customisation Services;
- h. verify identity and professional status;
- i. prevent fraud and abuse;
- j. monitor anti-circumvention measures;
- k. provide customer support;
- l. maintain business and transaction records;
- m. improve the Platform;
- n. comply with legal and regulatory obligations; and
- o. protect our rights, property and users.

6. PARTNER PERSONAL DATA

For Partners, we may process professional information, Template submissions, banking information, sales information and payment records for purposes of administering the Partner Programme and calculating and paying Partner earnings. We may display approved Partner information and Template-related information on the Platform for publication, identification and marketing purposes.

7. CUSTOMER PERSONAL DATA

For Customers, we may process account, order, payment, download and communication information for purposes of providing purchased documents and related services and administering customer support.



8. ELECTRONIC COMMUNICATIONS

We may use email, WhatsApp, Platform notifications and other electronic communications to send:

- a. transaction notices;
- b. account information;
- c. payment information;
- d. document and download notifications;
- e. service messages; and
- f. other communications relating to the Platform.

Where permitted by applicable law, we may also send marketing communications.

9. DISCLOSURE OF PERSONAL DATA

We may disclose personal data to service providers assisting with:

- a. website hosting;
- b. payment processing;
- c. communications;
- d. identity verification;
- e. analytics;
- f. security;
- g. customer support;
- h. accounting; and
- i. other Platform operations.

We may also disclose personal data where required or authorised by law, court order, regulatory authority or other lawful process.

Where necessary to provide Customisation Services requested by a Customer, relevant Customer information may be provided to the Partner responsible for the Customisation Service.

10. PLATFORM COMMUNICATIONS

Where Platform messaging is used, communications may be processed for purposes of:

- a. operating the messaging system;
- b. preventing fraud;
- c. protecting users;
- d. investigating disputes;
- e. enforcing anti-circumvention requirements; and
- f. maintaining the security and integrity of the Platform, subject to applicable law.



11. INTERNATIONAL TRANSFERS

Some technology, hosting, payment or communication providers may process personal data outside Malaysia.

Where personal data is transferred outside Malaysia, DIY Legal Templates will take such steps as are required by applicable Malaysian data-protection law.

12. RETENTION OF PERSONAL DATA

We retain personal data for as long as reasonably necessary for the purposes for which it was collected, including:

- a. account administration;
- b. transaction records;
- c. legal and regulatory compliance;
- d. dispute resolution;
- e. security; and
- f. legitimate business purposes.

Different categories of personal data may be retained for different periods.

13. SECURITY

We use reasonable administrative, technical and organisational measures designed to protect personal data against unauthorised access, loss, misuse, alteration or disclosure. No online system can guarantee absolute security.

14. COOKIES AND TECHNICAL DATA

The Platform may use cookies, logs and similar technologies to:

- a. maintain user sessions;
- b. remember preferences;
- c. understand Platform usage;
- d. improve performance; and
- e. protect the Platform.

Browser or device settings may allow users to control certain cookies, although disabling cookies may affect Platform functionality.

15. ACCESS AND CORRECTION

Subject to applicable law, individuals may request access to personal data held about them and request correction of inaccurate or incomplete information.

Requests should be submitted using the contact details provided on the Platform.



16. WITHDRAWAL OF CONSENT

Where processing is based on consent and applicable law permits withdrawal, an individual may withdraw consent by contacting us.

Withdrawal of consent may not affect processing that is required or permitted by law or necessary for contractual, security or other legitimate purposes.

17. THIRD-PARTY WEBSITES AND SERVICES

The Platform may contain links to or integrations with third-party websites and services. The privacy practices of those third parties are governed by their own privacy notices and policies.

18. CHILDREN

The Platform is intended for adults and businesses. We do not knowingly seek to collect personal data from children where such collection is not permitted by applicable law.

19. CHANGES TO THIS PRIVACY NOTICE

We may update this Privacy Notice from time to time. The latest version will be published on the Platform together with its effective date.

20. CONTACT

For questions, requests or complaints concerning personal data, please contact:

AZEAN VENTURES SDN. BHD.

EMAIL: inquiry@azeanventures.com

TELEPHONE +6018 660 6768

21. GOVERNING FRAMEWORK

This Privacy Notice is intended to operate in accordance with applicable Malaysian personal-data protection legislation, including the **Personal Data Protection Act 2010** and applicable subsidiary legislation, regulations and guidance.