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Privacy Notice

Purpose

This notice is issued under the Personal Data Protection Act 2010. It explains what personal data My Scrap Trading Sdn. Bhd. (201901024072 (1333401-U)) collects when you contact us through our website or by email, how we use it and the choices you have.

What we collect

Through the enquiry form we collect your company name, your name, your work email address, the type of enquiry and, if you choose to give them, your telephone number, site or location and a description of the scope. When you email or call us, we keep the content of your message and your contact details.

The website sets no cookies and uses no analytics or tracking tools. Our hosting provider processes standard technical data, such as IP address, to deliver the site and protect it from abuse.

Why we use it

1. **To respond to you.** We use your details to reply to your enquiry, prepare a proposal or complete vendor registration.
2. **To carry out work.** If we work together, we use contact details to arrange collections, issue documents and manage the contract.
3. **To meet legal duties.** We keep records required for accounting, tax and other legal obligations.

Disclosure

We do not sell or rent personal data. We share it only with service providers that support our website and email, with our professional advisers, and with authorities where the law requires it. Each of them may use the data only for that purpose.

Retention and security

Enquiries that do not lead to work are kept for up to two years and then deleted. Records relating to work carried out are kept for as long as the law requires. We protect personal data with access controls and limit access to people who need it.

Your rights

You may ask to access the personal data we hold about you, ask us to correct it, or withdraw your consent to further use. Send your request in writing and we will respond within 21 days, as the Act requires. Giving us your details is voluntary, but without them we cannot respond to your enquiry.

Contact

My Scrap Trading Sdn. Bhd., No. 20-2, Plaza Damansara, Medan Setia 2, Damansara Heights, 50490 Kuala Lumpur. Email: info@myscrap.com.my.

If this notice is changed, the updated version is published on this page with a new version number and issue date.

Approved by

Thariq Husni

Managing Director, My Scrap Trading Sdn. Bhd.

Signature and date