2023

WITHDRAWAL OF CONSENT
Effective: 1 November 2023

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# 1: INTRODUCTION

The Malaysian Dutch Business Council (MDBC) is compliant with the General Data Protection Regulation (GDPR) of the Netherlands (and the EU) and the Personal Data Protection Act (PDPA) of Malaysia. “Direct Marketing” is defined under PDPA as the communication, by whatever means, of any advertising or marketing material, which is directed to particular individuals. PDPA expressly allows Data Subjects to notify a Data User to cease or not begin to process their Personal Data, for purposes of direct marketing (“Cessation Notice”).

The General CoP now mandates that Affected Data Users must comply with the Cessation Notice within a reasonable time frame. Failing which, the Penalties will apply.

Under these Regulations, you are entitled to request MDBC to cease the processing of your Personal Data for the purposes of Direct Marketing. If you are a member of MDBC, however, it will not apply to any other correspondences related to the delivery of MDBC services which you have signed up for as a member of MDBC.

We will do our best to respond promptly and in any event, within one (1) month of the following:

* Our receipt of your written request; or
* Our receipt of any further information we may ask you to provide to enable us to comply with your request, whichever happens to be later.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting that we stop processing and to respond to your request. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

# 2. WITHDRAWAL OF CONSENT / CESSATION NOTICE FORM

### SECTION 1: DETAILS OF THE PERSON REQUESTING CESSATION OF DATA PROCESSING FOR PURPOSES OF DIRECT MARKETING

|  |  |
| --- | --- |
| **FULL NAME:** |  |
| **ADDRESS:** |  |
| **PHONE NUMBER:** |  |
| **E - MAIL ADDRESS:** |  |

### SECTION 2: ARE YOU THE DATA SUBJECT?

* **YES**: **I** am the Data Subject. **I** enclose proof of my identity (See Below). **Please go to Section 4**
* **NO**: **I** am acting on behalf of the Data Subject. **I** have enclosed the data subject’s written authority and proof of the data subject’s identity and my own identity (See Below). **Please go to Section 3**

To ensure that we are stopping the processing of data belonging to the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (DO NOT SEND THE ORIGINALS) of one or both of the following:

1. **PROOF OF IDENTITY:**
Passport, Driver’s License (with photo), National Identity Card, or Birth Certificate.
2. **PROOF OF ADDRESS:**
Utility bill, Bank Statement, Credit Card Statement (No more than three (3) months old), or Current Driver’s License.

If we are not satisfied that you are who you claim to be, we reserve the right to refuse to grant your request.

###

### SECTION 3: DETAILS OF THE DATA SUBJECT (If different from Section 1)

|  |  |
| --- | --- |
| **FULL NAME:** |  |
| **ADDRESS:** |  |
| **PHONE NUMBER:** |  |
| **E - MAIL ADDRESS:** |  |

### SECTION 4: SELECTION OF CORRESPONDENCE

Please note that any attempt to mislead may result in prosecution.

 I withdraw my consent to the use and disclosure of my Personal Data for the purposes of receiving marketing materials as follows:

*\*Please tick the relevant boxes below to indicate the categories and corresponding medium of communication, of the marketing material for which consent is withdrawn.*

* MDBC’s monthly newsletter (e - Update) sent via e - mail;
* Information sent by MDBC on third party products and services (such as updates on their latest promotions and new products and services) via the following channels:
	+ E - mail
	+ Whatsapp Message
* The use of my contact details by third parties to send me information on their products and services\*
\**Third parties that our organization has / will disclose your Personal Data to for the purposes of the delivery of separate MDBC product / service (such as an Event delivery), will be informed of your lack of consent to the processing of Personal Data for the purposes of direct marketing. MDBC does not share Personal Data for the purposes of Direct Marketing only.*

###

### SECTION 5: DECLARATION

I confirm that I have read and understood the terms of this Withdrawal of Consent / Cessation Notice Form and certify that necessary information given to this application to the Malaysian Dutch Business Council (MDBC) is true. I understand that it is necessary for MDBC to confirm my / the Data Subject’s identity and it may be necessary to obtain more detailed information in order to locate the correct Personal Data.

Signed: …………………………………………………………………………………………………………………

Date: ……………………………………………………………………

*Documents which must accompany this application:*

* *Evidence of your identity (See Section 2)*
* *Evidence of the Data Subject’s identity (If different from above)*
* *Authorization from the Data Subject to act on their behalf (If applicable)*