

Data Protection Policy

Ensuring the protection of your personal information is our top priority. This Data Protection Policy pertains to your utilization of “<https://onlywill.online>” and/or mobile applications operated by us (referred to collectively as the "Site"), as well as the services accessible or provided through this Site.

The terms "we," "us," "our," and "OnlyWill" denote OnlyWill Sdn. Bhd. and our Site (referred to collectively as "OnlyWill"). The terms "you" or "your" pertain to each user of the Site.

This Data Protection Policy elucidates how we collect, process, utilise, and disclose personal data concerning your utilisation of our services, which are accessible through our Site. By accessing and/or utilizing our Site, purchasing products from the Site, and/or furnishing your personal information on the Site, you consent to us collecting, processing, utilizing, and disclosing your personal data in accordance with the provisions outlined herein. If you do not concur with this Data Protection Policy or any part thereof, you should refrain from accessing and/or utilizing the Site.

It is important to note that this Data Protection Policy does not govern the collection, processing, utilisation, and disclosure of your personal data by third parties that are beyond our control or not under our employment or management. Should you visit any external web links mentioned on our Site, it is incumbent upon you to review their respective privacy policies before providing any information to the site.

1. DATA ORIGINATION POINT

The primary source or origination point of personal data is the user of this Site. However, certain personal information may also be sourced from publicly accessible outlets, such as public registries, government agency web portals, public search engines, and websites of the likes.

2. COLLECTION OF PERSONAL DATA

The personal data collected, processed, and reviewed by us includes the following:

- (i) Your Name (as stated in your Identification Card).
- (ii) Your National Registration Identification Card (IC) number.
- (iii) Your contact information, comprising your home phone number, mobile phone number, email address, and mailing address.
- (iv) Information about your family members, such as their names, IC numbers, residential addresses, and/or mobile numbers.
- (v) Details regarding your beneficiaries, including their names, IC numbers, and residential addresses.
- (vi) Information about your executors, including their names, IC numbers, and residential addresses.
- (vii) Details concerning your chosen guardians, including their names, IC numbers, residential addresses, and/or mobile numbers.
- (viii) Information about your witnesses, including their names, IC numbers, residential addresses, and/or mobile numbers.
- (ix) Details regarding all your assets.

- (x) Any other personal data obtained from various legal documents, including Insurance Policies, Letter of Administration, Grant of Probate, Power of Attorney, Birth Certificate, and Death Certificate.

3. METHODS OF ACQUIRING PERSONAL DATA

OnlyWill collects your personal data under the following circumstances:

- (i) When you express your interest in purchasing our products and/or services by registering with us or our advisors;
- (ii) When you make purchases of our products and/or services directly from us or through our advisors;
- (iii) When you visit our websites;
- (iv) When you participate in our public talks, seminars, or training classes;
- (v) In accordance with any transaction, inquiry, or communication made with or to us or our advisors.

4. USAGE OF PERSONAL DATA

We use your Personal Data that we collect generally to fulfil any orders placed through our Site (including drafting of Will, estate planning instruments, processing your payment information, arranging for shipping/courier of Will, and providing you with invoices/receipts and/or order confirmations). Additionally, we use this Personal Data to:

- (i) Communicate with you;
- (ii) To facilitate the will drafting and other estate planning instruments as purchased and/or engaged by you;
- (iii) Plan and execute marketing campaigns;
- (iv) Send you alerts, promotional materials, offers and notices regarding our products and outlets, including via electronic newsletters, short message service, digital marketing " platforms, and/or other forms of communications;
- (v) Internal record keeping;
- (vi) Administrative purposes;
- (vii) To respond to any or all of your enquiries posed to us;
- (viii) We may use the information to improve our products and services;
- (ix) We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided;
- (x) From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, WhatsApp, or mail. We may use the information to customize the website according to your interests;
- (xi) To provide you with regular communications relating to services provided by OnlyWill, its related companies and partners from time to time;
- (xii) Aggregate information for internal reporting purposes (including research on trends or " analytics); and
- (xiii) Screen our orders for potential risk or fraud.

5. DISCLOSURE OF PERSONAL DATA

You should be fully aware that for the purpose of will drafting, you authorize us to disclose, use, and process your personal data as follows:

- (i) With service providers working on our behalf, such as cloud storage providers, and other third-party partners providing features or functionalities integrated into the Site, such as email communication providers;
- (ii) With our advisors and service providers (including overseas providers) offering value-added services related to the purposes for which the personal data is collected;
- (iii) With our attorneys, accountants, auditors, tax consultants, or other advisors as necessary;
- (iv) With regulatory authorities and enforcement agencies;
- (v) With any court of law or relevant party in connection with any claim or legal proceedings;
- (vi) To protect our rights or the rights of others, including detecting, preventing, and responding to fraud or potentially illegal activities, misuse of the Site, intellectual property infringement, or other violations of law, this Data Protection Policy, our Terms of Service, and other policies;
- (vii) To the extent reasonably necessary for the negotiation or completion of a merger, acquisition, or sale of all or a portion of our assets (including in the event of a reorganization, dissolution, or liquidation);
- (viii) With third parties for any purpose with your consent or otherwise at your direction.
- (ix) To third party service providers, agents, and other organisations we have engaged for the purpose as described above. Any updates made to your Personal data with us may not be updated with our third-party service providers, agents, and other organisations. You are required to liaise with them separately.
- (x) To comply with applicable laws and regulations, to respond to a subpoena, search warrant or other lawful request for information we receive, to protect the integrity of this Site, or to otherwise protect our rights.

6. EXTERNAL WEBSITES

Our Site may contain links to other websites not maintained or related to use. This Data Protection Policy only applies to our Site. You should therefore read the data protection / privacy policies of the other websites when you are using those websites.

7. MINORS

Our Site is not intended for individuals under the age of majority in your state or province of residence, or that you are the age of majority in your state or province of residence and you have given us your consent to allow any of your minor dependents to use our site.

8. ACCESS AND CORRECTION OF PERSONAL DATA

You have the right to access, request correction or update your Personal Data, withdraw (in full or in part) your consent given, or limit the use of your personal data at any time by contacting us at onlywillofficial@gmail.com.

9. REFUSAL TO DISCLOSE PERSONAL DATA

Providing your personal data to us is entirely voluntary, and you are not obligated or coerced to do so. We shall not be held liable for any consequences arising from or related to your failure or refusal to provide your personal data to us.

10. SAFEGUARDING PERSONAL DATA

We are committed to safeguarding your personal data by keeping it secure and processing it in a responsible manner. We strive to protect your personal data from unauthorized or unlawful processing, accidental access, loss, destruction, or damage. However, despite our reasonable efforts, we cannot guarantee that information transmitted over the Internet is completely secure. You are solely responsible for maintaining the confidentiality of all passwords and configuring appropriate access control settings.

11. RETENTION OF PERSONAL DATA

We may retain your personal data for as long as it is necessary to fulfil the purpose for which it was collected at per the terms of this Policy.

12. CHANGES TO THIS DATA PROTECTION POLICY

We reserve the right to amend or modify this Data Protection Policy as needed or appropriate to comply with changes in relevant laws and regulations. Significant changes to this Data Protection Policy will be communicated on the Site before they take effect. Your continued access to and/or use of this Site implies your acceptance of these changes. It is your responsibility to periodically review the Data Protection Policy for the latest updates on our data protection/privacy practices.

13. CONTACT US

If you have questions about this Data Protection Policy, please contact us by e-mail at onlywillofficial@gmail.com.