

## NOTICE PURSUANT TO THE PERSONAL DATA PROTECTION ACT 2010

This Privacy Notice (“**Notice**”) is prepared in accordance with the requirements of the Personal Data Protection Act 2010 (the “**Act**”). This Notice outlines how the Group collects, uses, maintains and discloses your personal data and sets out the policies and procedures of the Group with regard to your personal data.

This Notice serves as your agreement to the usage and processing of your personal data for purposes set out below.

“Group” or “We” in this Notice means [] and/or its [holding company] subsidiaries, related and associated companies regardless whether such company(ies) are incorporated in or outside Malaysia.

“Personal Data” means your name, age, gender, date of birth, address, email address, telephone number, photograph, opinions, comments, information in connection to your employment and such other personal information or your views/opinions that are collected, compiled, processed and maintained with the Group from time to time. This would also include your income tax reference number, employee provident fund membership number, bank account number and any other information that is required to for the purposes of your employment.

### 1. **Collection of Personal Data**

1.1 Your Personal Data is the personal information provided by you to us for the purposes of your employment.

### 2. **Purposes of Processing**

2.1 Your Personal Data is currently used for the following purposes:-

- a) To comply with the statutory requirements ;
- b) To communicate with you or your next of kin vide SMS, phone call, email, fax, mail and/or any other appropriate communication channels;
- c) To respond to questions and comments from you; and
- d) For internal and administrative purposes.

2.2 Types of data - Voluntary or Obligatory

Your Personal Data is classified as either obligatory or voluntary information:-

- (i) Obligatory Personal Data are those which we require in order to complete our statutory obligation and to provide you with our services.
- (ii) Voluntary Personal Data are those data that are not mandatory in order for us to provide you with our services.
- (iii) Obligatory and voluntary Personal Data differs, however, failure to provide or limit the requested Personal Data may result in the Group being unable to:-
  - a) comply with statutory requirements ;
  - b) communicate with you or your next of kin vide SMS, phone call, email, fax, mail and/or any other appropriate communication channels; and
  - c) respond to questions and comments from you.

2.3 Your Personal Data may be transferred to, stored in, and processed in a jurisdiction other than Malaysia. You understand and consent that your Personal Data may be transferred outside of Malaysia to those third parties with whom the Group share it as described in this notice.

### **3. Disclosure to Third Parties**

3.1 For purposes as described herein the Group may share with and/or transfer your Personal Data to:-

- a) other entities within the Group;
- b) any person under a duty of confidentiality to the Group;
- c) any actual or proposed assignee, transferee, participant or sub-participant of the Group's rights or business; and
- d) your immediate family members and/or emergency contact person as may be notified to the Group from time to time.

3.2 We may also share your Personal Data where required by law or where disclosure is necessary to comply with applicable laws, legal processes or queries from the relevant authorities.

### **4. Rights to Limit Processing**

4.1 You have a choice to withdraw your consent to our use of your Personal Data..

4.2 If you choose to withdraw your consent, you may contact us using the contact details found below. It may take up to fourteen (14) working days for your withdrawal to be reflected in our systems.

### **5. Access and Correction of Personal Data**

5.1 We are committed to take all reasonable steps to ensure that the Personal Data we hold about you is accurate, complete, not misleading and up-to-date. If there are any changes to your personal data or if you believe that the personal data we have about you is inaccurate, incomplete, misleading or not up-to-date, please contact us so that we may take steps to update your personal data. You may, request to access to and/or to make any correction to your Personal Data by submitting a request in writing to HR at the email.

### **6. Others:-**

#### **(i) How long may we retain your personal data?**

We will retain your Personal Data for as long as necessary to fulfil the purpose(s) for which it was collected or to comply with legal, regulatory and internal requirements. Once fulfilled, we will destruct or permanently delete your data.

**(ii) How do we protect your data?**

We endeavor to secure your personal information from unauthorized access, use or disclosure. We secure the personally identifiable information you provide on computer servers' in a controlled, secure environment, protected from unauthorized access, use or disclosure.

**(iii) Changes to this Notice**

Please note that we may update this Notice from time to time. If there are material changes to this Notice, we will notify you by posting a notice of such changes on our website or by sending you a notification directly. Do periodically review this Notice to stay informed on how we are protecting your information.

This Notice was last updated in June 2024.