

## HUMAN RESOURCE

### PERSONAL DATA PROTECTION NOTICE

NAME :

POSITION :

DEPARTMENT:

To: \_\_\_\_\_ (hereinafter referred to as “the Data Subject”)

1. The Government of Malaysia has notified the Personal Data Protection Act (PDPA) 2010 to regulate the processing of Personal Data. Personal Data is information that identifies you as an individual, such as your name, NRIC number, passport image, postal address, email address, telephone number, thumb print record, medical records, vehicle registration number etc.
2. This Personal Data Protection Notice (“Notice”) is issued to all employees of **KEMAMAN BITUMEN COMPANY SDN BHD (“KBC”)**, pursuant to the requirements of the Personal data Protection Act 2010 (hereinafter referred to as the “Act”). In the event of any conflict between the English and other language versions, the English version shall prevail.
3. **KBC** respects the privacy of individuals with regard to personal data. For the purpose of this Notice, "Personal Data" shall have the meaning as ascribed to it in the Act.
4. You are hereby informed of the nature of Personal Data proposed to be collected, the purpose for which the Data is to be collected; its use and disclosure; storage & retention; confidentiality; transfer and right of access. Please note that we require your personal data in connection with your employment with KBC, to provide you with various compensations & benefits and to meet the Company’s statutory obligations. You are hereby requested to give your consent to the collection, storage, handling, transfer and sharing of your Personal Data. In case we do not receive specific objection in writing from you within 15 days of the date of this notice it shall be assumed that you do not have any objections to the same.

#### **A. INFORMATION COLLECTED**

The Personal Data about you which we may collect includes:-

- a. Any information you provide directly to the KBC as part of your employment relationship with KBC, including any information/ Data you may have submitted at the time of applying for a position with KBC, at the time of joining the employment of KBC or subsequently during your employment with KBC, including any Sensitive Personal Data as described in the Act.

- b. Information collected when you fill in or update your information with us, whether in writing or through email or on the intranet or the company website or at the thumb print machine, which may include personal data such as your photograph, name, thumb print and contact details;
- c. The contents of all documents submitted to us, such as employment Applications, Forms and any supporting documents;
- d. Any messages or comments you submit to us in whatever manner, which may include personal data such as name, email address and telephone number.
- e. In some circumstances you may have provided Personal Data relating to other individuals (such as your spouse or other family members) and in such circumstances you represent and warrant that you are authorised to provide their personal data to KBC and you have obtained their consent for their personal data to be processed and used in the manner as set forth in this Notice.

## **B. PURPOSE OF COLLECTION OF PERSONAL DATA**

- a. The personal data provided by you in your application form as well as other documents that you have submitted to Data User upon your appointment with the Company may be used to comply with statutory requirements such as EPF, SOCSO, HRDF, Income Tax etc.
- b. The data may also be used for purposes of preparation of payroll and other employment matters.
- c. performing statistical analysis for various objectives
- d. purposes connected with the operation, administration, development or enhancement of the KBC's business including for the purpose of which is relevant to support and/or or assist in any of the Tipco Group's businesses;
- e. where required by law, where KBC considers that such use or disclosure is necessary to respond to any claims or legal process, or where KBC suspects that fraud or unlawful activity has been, is being or may be engaged in;
- f. where a third party requires the Data in order for such third party to perform functions or services as required by KBC (for example, insurance companies who are arranging for KBC's term life, hospital & surgical policy and to banks who are arranging for salary remittances & claim reimbursements (for employees) and to bank for internship disbursements);
- g. where a third party requires in order for such third party to perform functions or obligations as required under the laws, rules, regulations, by laws and/ or guidelines (whether or not having the force of law) or as required by any governmental and/or non-governmental authorities, agencies or departments (for example, to external auditors who are auditing KBC's human resource and learning centre processes);
- h. where the Data is required to carry out analysis of KBC's or the Tipco Group's Human Resources in order to optimise the deployment of such resources or to evaluate the suitability of any particular employee for a position that may require to be filled within KBC or the Tipco Group.
- i. Any other purposes not specifically mentioned hereinabove but that is required to be carried out in connection with the day to day business of KBC.

### **C. USE AND DISCLOSURE**

You hereby agree that KBC may disclose and transfer (whether in Malaysia or abroad) amongst any company within the TIPCO Group and/ or to third parties including but not limited to educational institutions and external assessors or to any company to whom you are being/ to be seconded/ transferred, KBC's agents, consultants, solicitors, auditors, employers, contractors, suppliers, partners, advertisers, network operators, associated companies, any relevant authorities, embassies, statutory bodies, regulatory bodies, organisations or any relevant financial institutions, any other persons under a duty of confidentiality to KBC or any company within the TIPCO Group, any referee whose details are provided by you, any of KBC's associates within the TIPCO Group, actual or proposed assignees or transferees of any rights of KBC's with respect to you, service providers, for KBC's operational, administration and development requirements and to organizations who provide archival, auditing, professional advisory, debt collection, insurance, banking, marketing, advertising, mailing services, recruitment, call centre, technology, research, utility and security services to use, disclose, hold, process, retain or transfer such Personal Data for the purposes as described at para (B) above for and on behalf of Company.

### **D. IMPACT OF NON PROVISION OF PERSONAL DATA**

Please note that in the event that the provision of your Personal Data is mandatory and that if sufficient Personal Data is not supplied, or is not satisfactory to KBC then your application or request to Company for any of the above purposes as set out in (B) above may not be accepted or acted upon or KBC will not be able to provide the full range of benefits and/or services.

### **E. TRANSFER OF PERSONAL DATA**

Due to the global nature of the TIPCO Group's business, KBC may transfer your Personal Data to the other companies within the TIPCO Group (which may be located in other countries) or to any parties located in other countries (including countries that have a different data protection regime than is found in the country where you are based). Where your Personal Data is transferred to other countries, Personal data protection laws in those countries may apply. Any Personal Data transferred shall be used for the purposes as set out in (B) above and disclosed to parties stated in (C) above.

### **F. RIGHT OF ACCESS TO PERSONAL DATA**

1. Under the Act, you have the right of access to your Personal Data held by Company and to request correction of the Personal Data that is inaccurate, incomplete, misleading or not up-to-date.
2. If you have any questions or complaints regarding this Notice or if you wish to request access to your Personal Data or if you wish to correct your Personal Data or if you wish to withdraw your consent to KBC for the processing of your Personal Data for the purposes as set out in (B) above or for the transfer of your Personal Data to the parties stated in (C) above, you may send your request in writing at the following address:

**KEMAMAN BITUMEN COMPANY SDN BHD**

Address : A-06-3A Empire Tower, Empire Subang, Jalan SS16/1,  
SS16, 47500 Subang Jaya, Selangor

Person in charge : Head of HR

Email : [HR@kbc.com.my](mailto:HR@kbc.com.my)

Telephone Number : 03 5635 0998.

**G. CHANGES TO NOTICE**

KBC reserves the right to amend this Notice from time to time without prior notice. KBC advises that you check this Notice on a regular basis at KBC website [www.kbc.com.my](http://www.kbc.com.my).

Please sign and return a copy of this Notice to the HR Department as a mark of your consent. Please note that your consent shall be deemed to have been given if we do not receive any objections in writing from you within 15 days of the date of this Notice.

**Declaration**

I \_\_\_\_\_ Employee Number \_\_\_\_\_

NRIC \_\_\_\_\_ understand the above terms and conditions do hereby  
give my consent.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_