

### **Personal Data Processing Statement ("PDPS") Policy**

This Personal Data Processing Statement ("PDPS") Policy is prepared in accordance with the requirements of the Personal Data Protection Act 2010 (the "Act"). This PDPS Policy sets out the policies and procedures of the Group regarding the personal data of the employees and potential employees appointed by the Group covering the usage and processing of the personal data. By signing the acknowledgement of this notice, you consent the Group processing personal data provided by you and/or a service provider engaged by the Group for purposes set out below.

#### **1. Definition**

- 1.1 "Group" means Tekmark Sdn Bhd and/or its holding company, subsidiaries, related and associated companies and companies using or may be using the brands of "Tekmark", regardless of whether such company(ies) are incorporated in or outside Malaysia.
- 1.2 "Personal Data" means your name, age, identity card number, gender, date of birth, address, email address, telephone number, photograph, opinions, comments and such other personal information or your views/opinions that are, have been and may be collected, compiled, processed and maintained with the Group from time to time.

#### **2. Provision of Personal Data**

- 2.1 The Group will obtain your Personal Data when you provide your Personal Data to the Group in any way or manner in connection with your employment and/or proposed employment with the Group. The Group will also receive and store your Personal Data when you enter the Group's websites, social networking sites and/or blogs. The personal data in relation to you may include information on:
- a) Your identity and background; your name, address, contact details, details of birth, education background, employment history, marital status, racial, family background, nationality, age, gender, signature, photograph, statutory information (including EPF, SOCSO and income tax reference numbers) referees and results of employment checks, physical or mental health or medical condition(s),
  - b) Commission or alleged commission of any offence or proceedings for any offence committed or alleged to have been committed including past misconduct, the disposal of such proceedings or the sentence of any court in such proceedings and information captured on security systems (including voice, video, close circuit television (CCTV) and security recordings).
  - c) You may also require to provide us with your personal financial details, your relatives personal and financial details, your emergency contact details and details of any other business, part

time or other job you or your family involve.

- d) Your employment information with the Group (including your employment ID, designation, department, assessments and appraisals, login name and passwords, salary, benefits, payroll and rewards)
- e) Your professional membership information (including membership number and designation)

### **3. Purposes of Processing**

3.1 The Group may use your Personal Data for the following purposes, namely: -

- a) To process your application/form;
- b) To communicate with you;
- c) To respond to questions and comments from you;
- d) For administrative purposes;
- e) To process and analyze your Personal Data either individually or collectively with other employees;
- f) To monitor your fitness and properness to be employed by the Group;
- g) To make reference check with any third parties;
- h) Any purposes in connection with your employment or proposed employment with the Group;
- i) Other purposes which the Group may reasonably deem fit; and
- j) For the Group to discharge obligations required under the law.

3.2 Other than Section 3.1(j), provision of your Personal Data for the purposes listed in Section 3.1 above is voluntary and optional. However, failure to provide the requested Personal Data or any limitation against the Group to process your Personal Data may result in the Group being unable (a) to process the relevant application/form and/or (b) to employ or continue to employ you .

3.3 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 **PDPS Policy**.

### **4. Disclosure to Third Parties**

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

- a) the other entities within the Group;
- b) outsourced systems partners related to Human Resources Information Systems, Information

Technology System and Corporate Communications;

- c) the Group's third-party service providers;
  - d) health or medical providers such as medical practitioners and hospitals;
  - e) any person under a duty of confidentiality to the Group;
  - f) your previous and/or future potential employer(s) including job recruiter or recruitment agencies;
  - g) any actual or proposed assignee, transferee, participant or sub-participant of the Group's rights or business; and
  - h) your immediate family members and/or emergency contact person as may be notified to the Group from time to time.
- 4.2 The Group 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.

## **5. Collection of Information from Websites**

- 5.1 When you visit the Group's websites, there is automatic collection of some information about your computer such as IP address, web browser software, and referring website. Such information is only used for the purpose of creating a better user experience and to identify areas for improvement on the Group's websites.
- 5.2 As a visitor to the Group's websites, you may also be assigned a permanent cookie file on your computer's hard drive. You may always choose not to receive a cookie file by enabling your web browser to refuse cookies or prompt before accepting a cookie. By refusing to accept a cookie, you may not be able to access certain services and tools offered on the website.

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

- 6.1 You may, request to access to and/or to make any correction to your Personal Data by submitting a request in writing to the Group to the address stated in Section 7 below.
- 6.2 In respect of your right to access and/or correct your Personal Data, the Group has the right to:
- a) refuse your request to access and/or make any correction to your Personal Data in the manner provided in the Act, such as where expense of providing access to you is disproportionate to the risks to your privacy, or where the rights of others may also be violated, amongst other reasons; and
  - b) refuse your request to access and/or make any correction to your Personal Data as permitted under the Act, including where your Personal Data is being processed by the

Group in order to discharge regulatory functions and providing you access and/or the right to make any correction to your Personal Data is likely to prejudice proper discharge of those functions by the Group.

- 6.3 Notwithstanding that access is granted to you or any correction / updating of your Personal Data is performed, this PDPS Policy shall remain valid and effective at all times.

## 7. Enquiries and Contact

You may request for access and/or request for correction of your Personal Data or make any inquiries or complaints in relation to the processing of your Personal Data by writing to the following personnel for further assistance: -

Human Resources Department  
TEKMARK SDN BHD  
B-G-8, Endah Promenade, No. 5  
Jalan 3/149E, Taman Sri Endah,  
Bandar Baru Sri Petaling  
57000 Kuala Lumpur.

- Notes: (1) The Group reserves the right to revise this PDPS Policy from time to time due to changes in applicable laws and regulations and you shall be deemed to have agreed to such revision(s) if you continue your relationship with the Group without any objection.**