



PERSONAL DATA PROTECTION POLICY

PERSONAL DATA NOTICE

1. This notice is issued pursuant to the Personal Data Protection Act 2010 ("Act") and for the purpose of this notice; "Personal Data" shall have the meaning as ascribed to it under the Act. This notice applies to the persons governed under the Act and serves to inform you how your personal data is controlled, processed and/or used in **Jasa Merin (Malaysia) Sdn Bhd** ("the Company"). For the purpose of this Notice, Personal Data includes data collected and/or to be collected before and after issuance of this Notice.

2. The Personal Data controlled, processed and/or used by the Company include but not limited to company name, company number, details of personnel such as name, age, date of birth, identity card number, passport number, nationality, interests in companies, contact details, occupation, position, racial or ethnic origin and/or other information relevant to the purposes as listed in paragraph 4 below.

3. Your Personal Data is collected from information which you have provided us, and where necessary, from third parties and also from the public domain.

4. The purposes of which your personal data may be controlled, processed and/or used by the Company include but without limitation, the following:

- Information gathered about an employee and any references obtained during recruitment
- Details of terms of employment
- Income Tax, Employees Provident Fund & Social Security Organization
- Performance information, details of grade and job duties
- Health records
- Absence records, including holiday records and Medical Certificate
- Details of any-disciplinary investigations and proceedings
- Training records
- Contact names, addresses and phone numbers
- Relevant third parties including government and state authorities enforcement agencies etc.

5. Disclosure of Personal Information:-

- Any governmental or non-governmental organization agencies, bodies or department
- Any vendors or service providers for the Company may determine to be necessary
- For insurance purpose;
- For internal investigations, audit or security purposes;

6. Any Personal Data supplied by you will be retained by the Company as long as necessary for the fulfillment of the purposes stated above pursuant to our internal practices, regulatory requirements, legal, accounting requirements and job employment requirements.
7. All reasonable efforts and practical steps are made to ensure that any Personal Data held by the Company is kept up-to-date and is protected against any loss, misuse, modification, unauthorized or accidental access or disclosure, alteration or destruction.
8. If you revoke or withdraw your consent to our usage of your Personal Data, this may affect the Company's ability to fulfill the purposes mentioned above.
9. Please note that the Company may still process your Personal Data without your consent, in circumstances recognized and permitted by law.
10. You are entitled to access to your Personal Data held by the Company and request correction of the Personal Data that is inaccurate, incomplete, misleading or not up-to-date.



MOHD NOOR ISMARDI BIN IDRIS
Chief Executive Officer
13th August 2020