

PERSONAL DATA AND PRIVACY NOTICE

Ranhill Bersekutu Sdn Bhd (“the Company”) respects your privacy. We treat and view your personal data seriously.

This Personal Data and Privacy Notice is issued to all employees and our clients pursuant to the requirements of the Malaysia Personal Data Protection Act 2010.

Please find the following notice in English and Bahasa Malaysia stating the reasons we will collect information, the type of information collected, our disclosure to third parties (if any) and who you may contact for access to your information.

The company reserves the right to amend this Notice to employees at any time and will place notice of such amendments on the company intranet (<http://intranet.ranhill-rbsb.com.my>) or via any other mode the company views suitable, which will be clearly informed to you.

1. Personal Information & Data Collection

In the course of your dealings with us, we will request that you provide data and information about yourself, your organisation, your employees and/or your customers (“Personal Data”) to enable us to enter into transaction with you or to deliver the necessary services and/or deliverables in connection with our business.

Such Personal Data may include information concerning name as per identity card, preferred name, identity card number, age, contact number, residential address, e-mail address, birth date, gender, occupation, designation, bank account details, information of spouse/ children such as name and birth date, information as to physical or mental health, political opinions, religious beliefs or other beliefs of a similar nature, the commission or alleged commission of an offence and other such data necessary for the performance of our services to you.

2. Why do we collect Personal Data?

Collection of personal data is relevant in connection with our business process, execution, including delivery of services and/or deliverables and client relationship management.

Personal Data you provide will be collected, used and otherwise processed by us for, amongst others, the following purposes:

- a. the delivery of services or deliverables and the marketing of such services or deliverables whether present or future, to you;
- b. to facilitate payment for our services;
- c. member or client relationship management procedures;
- d. those purposes specifically provided for in any particular service or deliverable offered by us;
- e. conducting training and awareness programmes, client promotional activities, marketing and client profiling activities in connection with our services and related deliverables;
- f. our internal record keeping;

- g. meeting any legal or regulatory requirements relating to our provision of services and deliverables, and to make disclosure under the requirements of any applicable law, regulation, direction, court order, by-law, guideline, circular, code applicable to us; and
- h. enable us to send you information by e-mail, telecommunication means (telephone calls or text messages) or social media about products and services offered by selected third parties that we think may interest you.

3. **What are the effects arising from failure to provide Personal Data?**

The failure to supply such Personal Data will / may:-

- a. result in us being unable to provide clients with the services and/or deliverables requested;
- b. result in us being unable to communicate notices, value added services and updates to you;
- c. result in us being unable to evaluate your suitability; and
- d. affect our capacity to accomplish the above stated purposes.

4. **Disclosure**

Personal Data provided to us will generally be kept confidential but you hereby consent and authorize us to provide or disclose Personal Data to the following categories of parties:-

- a. any person to whom we are compelled or required to do so under law or in response to a competent regulatory or government agency;
- b. government agencies, statutory authorities and industry regulators;
- c. our auditors, consultants, accountants, insurers, lawyers, or other financial or professional advisers; and
- d. our clients, potential clients or third party service.

5. **Safeguards**

We shall keep and process Personal Data in a secure manner. We endeavour, where practicable, to implement the appropriate administrative and security safeguards and procedures in accordance with the applicable laws and regulations to prevent the unauthorized or unlawful processing of Personal Data and the accidental loss or destruction of, or damage to, such Personal Data.

6. **Data Transfer & Sharing**

Where we consider it necessary or appropriate for the purposes of data storage or processing or providing any service or deliverable on our behalf to you, we may transfer Personal Data to a third party service or product providers within or outside the country in which we are established, under conditions of confidentiality and similar levels of security safeguards.

7. **Your Rights of Access and Correction**

You have the right to request access to and correction of Personal Data held by us and in this respect, you may:

- a. check whether we hold or use such Personal Data and request access to such data;
- b. request that we correct any Personal Data that is inaccurate, incomplete or out-of-date;

c. request that we specify or explain its policies and procedures in relation to data and types of Personal Data handled by us.

Written requests for access to Personal Data or correction of Personal Data or for information regarding policies and procedures and types of Personal Data handled by us can be made to:

Personal Data Protection Office
Human Resources & Administration Department
Ranhill Bersekutu Sdn Bhd
Suite 2302, Level 23
Plaza Permata
No 6 Jalan Kampar Off
Jalan Tun Razak
50400 Kuala Lumpur

Telephone : 603-2716 8888
Fax : 603-2716 8889
Email: hr.services@ranhill.com.my