



NOTICE ON COMPLIANCE WITH PERSONAL DATA PROTECTION ACT ("PDPA") 2010

PURPOSE

MTS Fibromat (M) Sdn. Bhd. is fully committed to ensuring that the processing of personal data by MTS Fibromat (M) Sdn. Bhd. complies with the Personal Data Protection Act 2010 ("the Act")

NOTICE AND CHOICE PRINCIPLES

In accordance with the Act which came into force on 15 November 2013 to regulate the processing of personal data in commercial transactions, MTS Fibromat (M) Sdn. Bhd. is committed to ensure complete compliance with the Act.

We hope this Notice gives you a good understanding of how we handle employees' personal data that we collect, process and store in MTS Fibromat (M) Sdn. Bhd. This Notice is also intended to give you, as a data subject, knowledge of how you can control the disclosure of your personal data.

Please read the following, then sign and date this form where shown to indicate your understanding of the contents and your consent for MTS Fibromat (M) Sdn. Bhd. to collect, process and store your personal data for official use.

TYPES OF PERSONAL DATA PROCESSED

MTS Fibromat (M) Sdn. Bhd. needs to collect, process and store your personal data that you have entered into or maybe entering with MTS Fibromat (M) Sdn. Bhd., in order to generally facilitate and perform the contract of employment.

The following are your personal data that we collect, process and store which include but are not limited to:-

- a) Name;
- b) Gender;
- c) Nationality;
- d) Identification number (NRIC);
- e) Passport number;
- f) Date & Place of Birth;
- g) Age;
- h) Address;
- i) Contact Number;
- j) EPF/SOCSSO/Income Tax file numbers;
- k) Marital Status;
- l) Details of spouse, dependent and next of kin;
- m) Photo;
- n) Education and academic achievement;
- o) Employment references;
- p) Information on present and previous employment history;

- q) Salary; and
- r) Bank name & account numbers

SENSITIVE PERSONAL DATA

Some of the personal data that we collect, process and stored may include what is defined as 'sensitive personal data' under the Act and these include, but are not limited to:

- a) Race;
- b) Religion;
- c) Physical or mental health condition; and
- d) Records of a criminal offense.

PURPOSE OF PROCESSING PERSONAL DATA

Generally, MTS Fibromat (M) Sdn. Bhd. will be using your personal data to discharge its obligations as your Employer. Specifically, the purpose for which your personal data may be used and further processed includes, but is not limited to the following:-

- a) To verify information relating to personal particulars / employment background / financial standing.
- b) To process applications for employment or relationship which includes but is not limited to:-
 - i) Health check;
 - ii) Pre-employment verification and reference check; and
 - iii) Medical examination for employment or scholarships.
- c) For all other purposes in relation to or incidental to performing the employment contract such as:-
 - i) Payroll;
 - ii) Medical benefits / Insurance coverage;
 - iii) Training needs analysis;
 - iv) Career development and progression;
 - v) Domestic Inquiry and Disciplinary action;
 - vi) Performance Management;
 - vii) Any other employment-related purposes.

HOW IS YOUR PERSONAL DATA COLLECTED?

Most, if not all, of your personal data was obtained from you, either from the following sources or from any other information you provided:-

- a) Resume;
- b) Job Application form;
- c) Personal Particulars form;
- d) Academic / Professional Certificates; and
- e) Training certificates

In some instances, your personal data may have been obtained from external sources including, but not restricted to the following:

- f) Reference checks / Verification Sources (personal or private);
- g) Third-party service providers and any other future parties in relation or incidental to the above.

YOUR RIGHTS

You may request access to and request correction of your personal data. In order to exercise your rights, you will have to submit the **“Request for access / Update of Personal Data form”** which can be obtained from.

TO WHOM WE MAY DISCLOSE YOUR PERSONAL DATA

Your personal data will be kept confidential but it may be provided or disclosed to third parties for the purposes stated above. Whilst we do not disclose your personal data to any third parties unless it is within the ambit of permitted disclosures under prevailing laws / guidelines and / or you have consented to such disclosure, we may disclose your personal data to the categories of parties as listed below (not restricted to):-

- a) Third-party service providers and any other future third parties that we may contract with such as service providers for medical cards, insurance and facilities.
- b) Third-party service providers for the purposes of performing reference checks, background screening, bankruptcy searches, criminal records, etc.;
- c) The company's appointed panel clinic / hospitals;
- d) Statutory bodies such as the Employee Provident Fund (“EPF”), Social Security Organisation (“SOCSO”) and the Inland Revenue Board of Malaysia;
- e) Professional advisors and consultants including lawyers, accountants, auditors, insurers and insurance brokers on a need-to-know basis for the purposes of providing their services / advice to us;
- f) Agent or contractors acting on our behalf or appointed by us to act on our behalf for purposes of performing a contract of employment;
- g) Regulatory and government agencies as permitted or required by law or authorised by any order of a court or to meet obligation to regulatory and government agencies.

We will ensure that reasonable steps are taken by the above categories of parties to protect or maintain the confidentiality of your personal data that we may disclose to them.

LIMITING THE PROCESSING OF PERSONAL DATA

MTS Fibromat (M) Sdn. Bhd. will keep all your personal data for purposes related to performing a contract of employment. In the event, your personal data is being processed for other purposes (with your consent), you have a right to request us to stop such processing. You may exercise this right by contacting the officer aforementioned. This right extends to stopping the processing of your personal data which relates to the personal data of other persons.

FAILURE OF NOT PROVIDING YOUR PERSONAL DATA

Please be informed that all the personal data that we request, as stated above, are mandatory information for us. If you choose not to provide and / or fail to supply us with such personal data, we will not be able to perform the employment contract or offer you employment with us.

Accordingly, if you decide not to provide the mandatory information to us, it may necessarily mean that the employment contract will have to be terminated or that an offer of employment will not be made.

The Company reserves the right to review and / or amend this Notice from time to time and will communicate such changes along with the updated Policy, and / or other appropriate communication means as may be determined by MTS Fibromat (M) Sdn. Bhd. Nothing in this Notice shall limit the rights of MTS Fibromat (M) Sdn. Bhd. and employees under the Personal Data Protection Act 2010.

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Prepared by: HR Department
Approved by: Chief Executive Officer