

PERSONAL DATA PROTECTION & INFORMATION NOTICE

ROHAS TECNIC BERHAD ("RTB") and its Group of Companies ("RTB Group") respects and is committed to the protection of your personal information and your privacy. This Personal Data Protection & Information Notice ("Notice"), prepared in accordance with the Personal Data Protection Act 2010 (the "Act"), sets out our personal data protection practices that are put in place to protect the personal data of individuals who we deal with. If there is any conflict between the English and Bahasa Malaysia versions of this Notice, the English version shall prevail.

Please note that we may amend this Notice at any time without prior notice and will notify you of any such amendments via our website or by email.

1. Purpose

This privacy policy is for the management of Personal Data (the "Policy") describes RTB and RTB Group approach to the collection, processing and management of Personal Data collected from its employees and potential employees. "Personal Data" is a concept that has a very wide scope and which includes any personal information about an identified or identifiable natural person received.

2. Personal Data

RTB and RTB Group treats your personal data seriously.

In the course of your employment and/or prospective employment with RTB or any of RTB Group, it is necessary for you to provide to us with data about yourself and your family (referred to as "Personal Data") that is subject to applicable data protection, privacy or other similar laws from time to time.

Apart from the Personal Data provided by you, RTB and/or RTB Group has the right to obtain data about you from various reference checks, background checks or from various legitimate database and/or governmental authorities.

3. Data Information

Your Personal Data may include but not limited to copies and other details of identity, documents, proof of address and other contact details, information concerning age, marital status, racial or ethnic origin, creditworthiness, physical or mental health or medical condition, dietary preference, 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.

4. Failure to Supply Information

Failure to supply and/or provide the consent to RTB and/or RTB Group to such Personal Data may cause inability to RTB and/or RTB Group, as the case may be, to perform its obligations under any potential or existing employment contract or disturb your right to enjoy the benefits of your employment with RTB and/or RTB Group.

5. Processing of Personal Data

Personal Data you provide will be collected, used and otherwise processed by RTB and/or RTB Group, as the case may be, without limitation, for the following purposes :-

- i. The identification and determination of eligibility for employment in the country in which RTB and RTB Group is established generally and qualifications relevant to employment with RTB and/or RTB Group;
- ii. Pre-employment verification or information provided by prospective employees which include; checking the accuracy and completeness of the details (such as qualifications) provided by prospective employees;
- iii. Pre-employment vetting of prospective employee's background and circumstances which may include conducting background checks in relation but not limited to criminal records, traffic offence, conducting reference checks in relation to prospective position's suitability;
- iv. Assessing individual work performance, attendance and disciplinary record;
- v. Conducting employee disciplinary proceedings;
- vi. Conducting training of employees;
- vii. Obtaining and maintaining employee health records and information which include, requiring you to complete a medical questionnaire or undertake a medical examination;
- viii. Reviewing salaries, bonuses and other benefits;
- ix. Monitoring business communications (by monitoring telephone, email and internet traffic data i.e sender, receiver, subject, date and time of

text messages, attachments to email, numbers called and duration of calls, domain names of web sites visited, duration of visits and files downloaded from the internet) for reasons which include, providing evidence of business transactions, ensuring that our business procedures, policies and contracts with employees are adhered to, complying with any legal obligations, monitoring standards of service, staff performance, and for staff training;

- x. Disclosure to the employment tax and/or immigration authorities;
 - xi. Disclosure to any potential buyers of RTB and/or RTB Group, as the case may be, and/or part of the business of RTB and/or RTB Group, as the case may be, pursuant to any due diligence exercise or any exercise of a similar nature; and
 - xii. All other matters relating to your employment with RTB and/or RTB Group as may consider to be necessary or appropriate.
- b. Internal safekeeping of records throughout your employment with RTB and/or RTB Group, as the case may be, in accordance to RTB and/or RTB Group's policy and the applicable laws.

6. Disclosure

You hereby consent and authorize us to provide or disclosure your Personal Data provided to RTB, RTB Group and/or by any employment agency or recruiter appointed by RTB and/or RTB Group in relations to your employment with RTB and/or RTB Group, for the purposes stated above to :-

- a. Any authorized person to whom RTB and/or RTB Group is authorized, compelled or required to do so under applicable law or in response to a competent or government agency;
- b. Any person where such disclosure is to secure public interest or RTB and/or RTB Group interests within the RTB and/or RTB Group of companies;
- c. Any company, agent or third-party service provider, any professional adviser or third party who provides administrative, telecommunications, human resource management, administrative services, computer or other services that RTB and/or RTB Group may determine to be necessary and/or appropriate;
- d. Any person seeking employee references in respect of employee's any court, healthcare professional or hospital, auditors, lawyers, compliance professionals, bankers;
- e. Pension or insurance companies with whom RTB and/or RTB Group has arranged benefits coverage for its employees; and

- e. Such sub-contractors or third-party service or product providers as RTB and/or RTB Group may determine to be necessary and/or appropriate.

7. Safeguards

RTB and/or RTB Group shall endeavor 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 your Personal Data and the accidental loss or destruction of, or damage to, your Personal Data.

- a. Appropriate measures will be adopted to ensure the following:-
 - i. Source documents are well kept;
 - ii. Paper-based records must not be left where unauthorized employees can gain access to them;
 - iii. Computerized data is protected by passwords; and
 - iv. Individual passwords are kept confidential and not disclosed or shared with other employees to enable login under another employee's personal username and password.
- b. When physical files or any forms relating to your Personal Data are no longer required, they will be shredded, bagged, or destroyed securely, and the hard drives consisting of those records will be erased off via secure electronic deletion pursuant to such standard procedure by the IT department.
- c. Save for the disclosures stated above, any employees of RTB and/or RTB Group will not process any personal data belonging to any person, whether in soft copy or hard copy, outside of the premises of RTB and/or RTB Group unless prior approval is provided by the authorized person.

8. Data Disposal

- a. Personal data obtained should not be retained longer than it is required for its purposes. RTB and/or RTB Group has an obligation to ensure that the personal data of any person are destroyed and/or permanently deleted after a specified period.
- b. Personal and sensitive data will be disposed of by means as listed in clause 7(b). Appropriate measures will and must be taken by RTB and/or RTB Group to ensure that the data destroyed are not reconstructed or processed by third party.

9. **Data Transfer and Sharing**

Where we consider it necessary or appropriate for the purposes of data storage or processing or human resource management, you hereby grant RTB and/or RTB Group the authority to transfer your Personal Data within RTB, RTB Group and/or third-party service or product providers as deemed necessary by RTB and/or RTB Group, under conditions of confidentiality and similar levels of security safeguards.

10. **Access and Correction**

You have the right to request access to, and make correction of your Personal Data held by RTB and/or RTB Group , and you may:-

- a. Check whether RTB and/or RTB Group holds or uses your Personal Data and request access to such data;
- b. Request that your Personal Data is retained by RTB and/or RTB Group only as long as necessary under RTB and/or RTB Group's policy or the applicable laws for the purposes for which the Personal Data was collected;
- c. Request RTB and/or RTB Group to amend revised, alter, change or modify any of your Personal Data that is inaccurate, incomplete or out-of-date;
- d. Request RTB and/or RTB Group to specify or explain its policies and procedures in relation to data and types of Personal Data processed by RTB and/or RTB Group; and/or
- e. Withdraw, in full or in part, your consent given previously.

We may from time to time ask you to review and update your Personal Data to ensure that your Personal Data is updated and accurate.

Please take note that by giving your consent herein you shall be deemed to have accepted any changes updates to this Notice by RTB and/or RTB Group from time to time to reflect our current policy or subsequent to any rules, regulations, and acts applicable at that time.

In each case subject to any applicable legal restrictions, contractual conditions and a reasonable time period. In the event you exercise your rights under clause 9(e), RTB and/or RTB Group will have the right to deny your access to RTB and/or RTB Group's facility, network, property, information, database and you will be required to return all RTB and/or RTB Group's property to RTB and/or RTB Group.

You may contact the following personnel in the event you would like to access to your Personal Data for amendment, alteration or modification of your Personal Data or for further information and clarification regarding RTB and/or RTB Group's policies and procedures :

Group Human Resources

Rohas Tecnic Berhad
15th Floor, Rohas PureCircle
East Wing, 9 Jalan P. Ramlee
50250 Kuala Lumpur
Malaysia

Or

Human Resources of the relevant RTB Group

DECLARATION CONSENT FORM

I, the undersigned have read and understood this Personal Data Protection and Information Notice and by signing this, I hereby consent to the collection and processing of my Personal Data and Sensitive Personal Data as defined under the Personal Data Protection Act 2010 in accordance with the requirement of the Notice for all purposes relating to employment matters with RTB and/or RTB Group as stated in the Notice.

I also hereby agree to comply with all reasonable request of _____ to comply with its obligations under the PDPA or other applicable laws regulations and/or guidelines.

Signature

Date :

Name :

NRIC :

Employee No. :