

PERSONAL DATA PROTECTION NOTICE

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1.0 DEFINITIONS

Terms	Definition
Act	means the Personal Data Protection Act 2010 and includes all regulations, orders, notifications and other subsidiary legislations made under it and all modifications and amendments thereto.
collect	in relation to the access to the Personal Data, means an act by which it is obtained, gathered or comes under the control of the Company.
Company	refers to Betamek Berhad & its subsidiary
Data Subject	means an individual who is the subject of the Personal Data and for the purposes of this PDPN, refers to the Human Resource Stakeholders.
disclose	in relation to the Personal Data, means an act by which such Personal Data is made available and revealed by the Company.
Head of Division	refers to the senior management team of the Group which consists of all the C-suite.
Human Resource Department	refers to the department of the Company that is responsible for the administration, management and development of the Human Resource Stakeholders, including collecting, processing and disclosing the Personal Data of the Human Resource Stakeholders.
Human Resource Stakeholders	means any of the identified Data Subjects and for the purposes of this PDPN, refers to the employees of the Company, whether probationers, temporary employees, permanent employees, trainees or interns and/or prospective employees.
PDPN	means this Personal Data Protection Notice which was formulated in accordance and compliance with the Act and shall include any update, addition and/or deletion as may be made and informed by the Company from time to time.
Personal Data	means any information that relates directly or indirectly to the Data Subject, who is identified or identifiable from that information or from that and other information in the possession of the Company, including any Sensitive Personal Data and expression of opinion about that Data Subject.
process	in relation to the Personal Data, means collecting, recording, holding or storing the Personal Data or carrying out any operation or set of operations on the Personal Data, including the organization, adaptation or alteration of Personal Data, the retrieval, consultation or use of Personal Data, the disclosure of Personal Data by transmission, transfer, dissemination or otherwise making available or the alignment, combination, correction, erasure or destruction of Personal Data.
Sensitive Personal Data	means any Personal Data consisting of information as to the physical or mental health or condition of the Data Subject, his/her political opinions, his/her religious beliefs or other beliefs of a similar nature, the commission or alleged commission by him/her of any offence or any other Personal Data that the minister in charge of the responsibility for the protection of Personal Data may determine by order published in the gazette.

1.1 GENERAL

- 1.1.1. The Company is subject to the Act which regulates the processing of personal data in commercial transactions. This PDPN serves to inform you as a Data Subject that your Personal Data are being collected and processed by or on behalf of the Company.
- 1.1.2. Please read this PDPN carefully and in its entirety to better understand, amongst others, the following:
 - 1.1.2.1 types of Personal Data and the manner in which the Company may collect it from you;
 - 1.1.2.2 purposes in which the Company collects and processes your Personal Data;
 - 1.1.2.3 your right to access to, update, correct and limit the processing of your Personal Data;
 - 1.1.2.4 parties to whom the Company may disclose your Personal Data;
 - 1.1.2.5 measures taken by the Company to safeguard the privacy of your Personal Data; and
 - 1.1.2.6 retention of your Personal Data by the Company.

1.2 PERSONAL DATA

- 1.2.1. The Personal Data in relation to you which may be collected by the Company includes but not limited to the following information:
 - 1.2.1.1 name, age, gender, national registration identity card number, passport number or other identification document number, driver's license details, photograph, date and place of birth, nationality, signature and preferred language;
 - 1.2.1.2 contact details, including address, telephone numbers and e-mail address;
 - 1.2.1.3 curriculum vitae/resume;
 - 1.2.1.4 qualifications, academic and professional membership details;
 - 1.2.1.5 personal interest;
 - 1.2.1.6 internet protocol address, operating system version, browser type and version, settings of the device, user identification name, password or other security code used to access the Company's website and/or system, referral source, length of visit, applications used, pages viewed and website navigation paths;
 - 1.2.1.7 education background, employment experience/history, including leave records, salary and reasons of termination of past employment, referees and results of employment checks;
 - 1.2.1.8 marital status and spouse details;
 - 1.2.1.9 race, religion or ethnic origin;
 - 1.2.1.10 physical or mental health or medical condition;
 - 1.2.1.11 political opinions;
 - 1.2.1.12 commission or alleged commission of any offence or proceedings for any offence committed or alleged to have been committed;
 - 1.2.1.13 information captured on the security systems (including voice, video, closed-circuit television and security recordings);
 - 1.2.1.14 financial information such as bank account, personal loan and education loan details;
 - 1.2.1.15 family members and dependents details;
 - 1.2.1.16 emergency contact details;
 - 1.2.1.17 statutory contribution and payment information such as employees provident fund, social security organization, employment insurance system and income tax;
 - 1.2.1.18 information of directorship and/or shareholding in corporate entities;
 - 1.2.1.19 any information provided by you to the Company; and
 - 1.2.1.20 any other information required by the Company for any of the purposes stated in this PDPN.

1.3 COLLECTION AND PROCESSING OF PERSONAL DATA

1.3.1 The Company may collect your Personal Data:

- 1.3.1.1 when you provide your information to or update your information with the Company;
- 1.3.1.2 through your participation in the Company's enquiry forms, surveys and other similar forms, including those forms which are provided in or through the Company's websites, other online websites and social media platforms (e.g. Facebook, Twitter, Instagram, LinkedIn and YouTube);
- 1.3.1.3 through your communication with the Company via various modes such as e-mails, letters, telephone calls, social media written messages and/or calls, voice mails and any mode of conversations you have with the Human Resource Department;
- 1.3.1.4 when you browse, use or access to the Company's website or when you register an account on the Company's website or through the use of cookies (if any) on certain pages of the Company's website;
- 1.3.1.5 from any other sources such as the Company's business partners, public databases, third party background checks, registered credit reporting agencies, central depository or depository agents in relation to the securities industry and any regulatory authorities; or
- 1.3.1.6 through any other modes or from any other sources not specifically mentioned herein but which is necessary for the purposes to which the Company collects, stores and processes your Personal Data.

1.3.2. Your Personal Data may be collected, stored, processed, disclosed and transferred by and through the Company for one or more of the following purposes:

- 1.3.2.1 verify your identity and background;
- 1.3.2.2 assess and process your application(s)/request(s)/subscription(s) with regards to the Company's products and/or services;
- 1.3.2.3 provide you with the products and/or services you have requested or subscribed;
- 1.3.2.4 process and complete your account registration on the Company's website;
- 1.3.2.5 invoicing and collection of debts;
- 1.3.2.6 process payment transactions;
- 1.3.2.7 assess and/or verify your performance and credit worthiness;
- 1.3.2.8 detect and prevent suspicious, fraudulent, prohibited or illegal activity;
- 1.3.2.9 communicate with you, including providing you with requested information and responding to your inquiries and complaints;
- 1.3.2.10 engage in business transactions in respect of products and/or services to be offered and provided to you by the Company;
- 1.3.2.11 engage in business transactions in respect of products and/or services to be offered and provided to the Company by you;
- 1.3.2.12 establish and better manage any business relationship the Company may have with you;
- 1.3.2.13 maintain and develop the Company's business systems and infrastructure, including testing and upgrading of the Company's products and/or services;
- 1.3.2.14 manage staff training and quality assurance;
- 1.3.2.15 notify you about benefits and changes to the features of the Company's products and/or services;
- 1.3.2.16 provide you with maintenance, after-sales services and/or customer support;
- 1.3.2.17 improve the Company's products and services offered to you and give you the best user experience;
- 1.3.2.18 internal record management of the Company;
- 1.3.2.19 produce data, reports and statistics;
- 1.3.2.20 investigate, respond to, or defend claims made against, or involving the Company;
- 1.3.2.21 conduct marketing activities such as market and consumer research;
- 1.3.2.22 send information to the Company's related and associated companies, and any affiliated parties who need to know your Personal Data to enable the Company to render its services to you efficiently;

- 1.3.2.23 send any information or materials to you, including marketing or promotional materials from the Company or the Company's strategic partners or any interested third parties;
 - 1.3.2.24 audit, investigation, risk management and security;
 - 1.3.2.25 enforce or defend the Company's rights under any documents, contracts/agreements or applicable laws;
 - 1.3.2.26 enable the Company to comply with the laws of Malaysia;
 - 1.3.2.27 enable the Company to perform its obligation under any documents, contracts/agreements or applicable laws; and
 - 1.3.2.28 any other purposes relating thereto.
- 1.3.3 Please note that the list of purposes stated in this PDPN is not exhaustive and only includes some of the common purposes the Company may collect and process your Personal Data. The Company may collect, store, process, disclose and transfer your Personal Data for any other purposes not specifically mentioned hereinabove but which are required in connection with the day to day business operation, administration and development of the Company and/or which are required or permitted by any law, regulations, guidelines and/or relevant regulatory authorities.

1.4 PERSONAL DATA SECURITY AND INTEGRITY

- 1.4.1. The Company strives to ensure that your Personal Data maintained by the Company is accurate, complete, up-to-date and not misleading. Therefore, you are responsible for ensuring that the Personal Data you provide to the Company is accurate, complete, up-to-date and not misleading. If at any point in time you believe that any of your Personal Data held by the Company is not accurate, complete, up-to-date or is misleading, please notify the Human Resource Department with the correct, complete and accurate data via the contact details below between 08:00 and 17:30 (Malaysia time), Mondays through Fridays excluding public holidays in Kuala Lumpur, Malaysia:

Address : Lot 137, Lingkar Tmn Industri Integrasi Rawang 2,
Tmn Industri Integrasi Rawang,
48000 Rawang, Selangor

Contact person : Ms CH. Goh

Designation of contact person : Ass.HR Manager

Telephone no. : 603-60942999 (Ext: 121)

E-mail address : hr3@betamek.com.my

- 1.4.2. In some circumstances, you may have given to the Company the Personal Data about other person and you represent and warrant that you are authorised by the said person to provide his/her Personal Data to the Company and you have obtained his/her consent for his/her Personal Data to be processed and used by the Company in the manner as set forth in this PDPN in which case you shall provide the Company with evidence of such consent when requested by the Company or you have been appointed to act for and consent on behalf of him/her in which case you shall provide the Company with evidence of such appointment when requested by the Company.
- 1.4.3. Please note that you shall be fully responsible and liable and shall fully indemnify the Company against any and all losses, costs, expenses, claims, actions, liabilities, proceedings or damages or which the Company may suffer or incur (including legal fees) in connection with the disclosure of the Personal Data about other person by you to the Company and the collection, storage, usage, processing, disclosure and transfer of the same by the Company. The Company will not be responsible or liable in any way and to any person for any losses, costs, expenses, claims, actions, liabilities, proceedings or damages resulting therewith.

- 1.4.4. The Company employs commercially reasonable security measures to safeguard your Personal Data (whether held and processed by the Company or any third parties engaged by the Company) from loss, misuse, modification, unauthorised or accidental access, disclosure, alteration, or destruction but the Company does not represent, warrant or guarantee that the security measures undertaken by the Company is completely secure. As such, the Company does not accept responsibility and liability for any loss, misuse, modification, unauthorised or accidental access, disclosure, alteration, or destruction of Personal Data that is beyond the Company's reasonable control.

1.5 DISCLOSURE AND RETENTION OF PERSONAL DATA

- 1.5.1 Please be informed that your Personal Data may be disclosed, disseminated and/or transferred within the Company or the Group, or to any of the Company's affiliates, officers, employees, professional advisers, auditors, banks, third party business partners, service providers engaged by the Company, prospective or new related or associated companies in case of a merger, acquisition, reorganisation or any corporate proposal undertaken by the Company, governmental departments and/or agencies, regulatory and/or statutory bodies and any such third party requested or authorized by you, whether within or outside Malaysia, for any of the above purposes or any other purpose for which your Personal Data to be disclosed or any other purpose directly related to any of the above purposes.

- 1.5.2. Any Personal Data provided by you will be processed, maintained and retained by the Company for a period of at least seven (7) years from the date of collection, for the fulfilment of the purposes set out in this PDPN or as is required to satisfy any legal, regulatory, International Organization for Standardization (ISO) and/or accounting requirements. The Company takes all reasonable measures to ensure that all Personal Data is destroyed or permanently deleted if it is no longer required for the purposes for which it was collected or processed. If the deletion is not possible for any reason whatsoever, the Company will securely store your Personal Data and prevent it from any further processing until the deletion is possible. Unless specifically mentioned otherwise, the Company does not offer any facility for you to delete your Personal Data held by the Company.

1.6 ACCESS, AMENDMENT, UPDATE OR CORRECTION TO AND LIMITATION OF PROCESSING OF PERSONAL DATA

- 1.6.1. In the event you require access to and/or wish to amend, update or correct your Personal Data and/or wish to limit the processing of your Personal Data held by the Company (such as preventing the Company from processing your Personal Data that will likely to cause damage or distress), you may so request by contacting the Human Resource Department via the contact details below between 08:00 and 17:00 (Malaysia time), Mondays through Fridays excluding public holidays in Kuala Lumpur, Malaysia:

Address : Lot 137, Lingkaran Tmn Industri Integrasi Rawang 2,
Tmn Industri Integrasi Rawang,
48000 Rawang, Selangor

Contact person : Ms CH. Goh

Designation of contact person : Ass.HR Manager

Telephone no. : 603-60942999 (Ext: 121)

E-mail address : hr3@betamek.com.my

- 1.6.2. The Company will use all reasonable efforts to comply with your request within twenty-one (21) days upon receipt of such request.
- 1.6.3. Upon complying with your request, the Company will notify you of the same. However, if the Company is unable to accede to your request, the Company will notify you of the reasons within

the same timeframe or if the Company is unable to accede to your request within such timeframe, the Company will notify you of the reasons and comply with your request not later than fourteen (14) days after the expiration of the first-mentioned timeframe.

1.6.4. Please note that the Company may, on reasonable grounds, deny your request to access to, update and/or correct your Personal Data. Reasonable grounds include but not limited to the following:

- 1.6.4.1 the Company suspects the occurrence of identity theft, whereby the Company is unable to identify and verify that you are the relevant Data Subject;
- 1.6.4.2 it would impact the privacy rights of other persons;
- 1.6.4.3 the request is too frivolous or without merit;
- 1.6.4.4 you are unable to accede to the Company's request for further information and supporting documents before the Company may proceed to comply with your requests;
- 1.6.4.5 the Company is not satisfied that the Personal Data to which the Personal Data correction request relates is inaccurate, incomplete, not up-to-date or misleading;
- 1.6.4.6 the Company is not satisfied that the correction which is the subject of the Personal Data correction request is accurate, complete, up-to-date or not misleading; and
- 1.6.4.7 acceding to the request would constitute a violation of any court order or any other applicable law.

1.6.5 The Company reserves the right to impose a fee for processing your request above.

1.6.6. Please note that by exercising your right to limit the processing of your Personal Data held by the Company:

- 1.6.6.1 the Company may not be able to process your employment applications;
- 1.6.6.2 it may affect the Company's ability to perform its obligations under any prospective or existing employment contract;
- 1.6.6.3 it may affect your ability to enjoy the benefits of employment with Company;
- 1.6.6.4 the Company may not be able to continue with your existing relationship and hence your employment contract with the Company may be terminated; or
- 1.6.6.5 your request for any of the purposes set out in this PDPN may not be accepted or acted upon.

1.7 REFUSAL TO GIVE CONSENT OR WITHDRAWAL OF CONSENT

1.7.1. You have the right to refuse and/or withdraw consent for the processing of your Personal Data at any time by contacting the Human Resource Department via the contact details below between 08:00 and 17:00 (Malaysia time), Mondays through Fridays excluding public holidays in Kuala Lumpur, Malaysia:

Address : Lot 137, Lingkar Tmn Industri Integrasi Rawang 2,
Tmn Industri Integrasi Rawang,
48000 Rawang, Selangor

Contact person : Ms CH. Goh

Designation of contact person : Ass.HR Manager

Telephone no. : 603-60942999 (Ext: 121)

E-mail address : hr3@betamek.com.my

1.7.2. Upon receiving such request, the Company will immediately cease processing your Personal Data.

1.7.3. Please note that your refusal to provide consent to the Company or your withdrawal of consent for the processing of your Personal Data may:

- 1.7.3.1 result in the Company being unable to process your employment applications;
- 1.7.3.2 affect the Company's ability to perform its obligations under any prospective or existing employment contract;
- 1.7.3.3 affect your ability to enjoy the benefits of employment with Company;
- 1.7.3.4 result in the Company being unable to continue with your existing relationship and hence your employment contract with the Company may be terminated; or
- 1.7.3.5 result in the Company being unable to accept or act upon your request for any of the purposes set out in this PDPN.

1.8 TRANSFER OF PERSONAL DATA

- 1.8.1 Generally, the Company does not transfer your Personal Data to recipients located outside of Malaysia. However, if the Company does, the Company will take all reasonable steps to ensure your Personal Data will be processed in a manner in compliance with the Act.

1.9 REVIEW OF THIS PDPN

- 1.9.1 This PDPN will be reviewed regularly by the Human Resource Department and changes may be done with the approval from the Head of Division according to the Company's needs and applicable laws. The updated or amended PDPN will be made available to you through the Company's intranet or through any other modes it views appropriate and suitable.

1.10 CONFLICT

- 1.10.1 In the event of any conflict between the English version of this PDPN and its corresponding Malay version, the English version shall prevail.

1.11 INQUIRIES OR COMPLAINTS

- 1.11.1 Should you have any queries or complaints relating to this PDPN or otherwise relating to any misuse or suspected misuse of your Personal Data, you may contact the Human Resource Department via the contact details below between 08:00 and 17:30 (Malaysia time), Mondays through Fridays excluding public holidays in Kuala Lumpur, Malaysia:

Address : Lot 137, Lingkaran Tmn Industri Integrasi Rawang 2,
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