

# PERSONAL DATA PROTECTION NOTICE

Effective date: 22 March 2024

Kumpulan Semesta Sdn. Bhd. and its subsidiaries (hereinafter referred to as “KSSB” or “we” or “our” or “us”) are committed to protect the personal data that are in our possession and under our control.

This Personal Data Protection Notice (“Notice”) describes practices in relation to protection of personal data and sets out the principles that will be used to protect the processing of personal data of contractors, vendors/suppliers, business partners, customers, employees, visitors, job applicants and other individual (hereinafter referred to as “you”) in accordance with the Personal Data Protection Act 2010 (Act 709) (“Act”).

For the purpose of this Notice, the terms “personal data”, “sensitive personal data” and “processing” shall have the meaning prescribed in the Act.

## PERSONAL DATA WE PROCESS

We may collect the following personal data about you:

- i. personal data to establish your identity and background such as your full name, passport or identity card number and nationality
- ii. sensitive personal data such as your religion, racial or ethnic origin, health records, criminal record and bankruptcy
- iii. contact information such as premises address, telephone number, mobile phone number email address
- iv. recording of your image via CCTV cameras installed at our offices and operation sites
- v. recording of your photograph during any of our corporate events
- vi. your designation when you commence a business relationship with us
- vii. resume or CVs when you apply job with us

For general web browsing although no personal data is revealed to us, certain technical and statistical information is available to us via our internet service provider such as cookies, your IP address, the time, date and duration of your visit.

## SOURCES OF PERSONAL DATA

Your personal data may be collected from various sources, including information you have provided us from time to time via any transactions, communications or interactions with us in any form, including when you:

- i. complete any manual or digital forms
- ii. interact and communicate with us by any means including telephone, mail, email, website, social media or in person
- iii. commence a business relationship with us

- iv. visit any of our offices or operation sites
- v. attend our corporate events
- vi. visit or browse our websites
- vii. apply job with us
- viii. lodge a complaint to or claim against us

We may also collect your personal data from:

- i. publicly available sources such as searches at government authorities or agencies;
- ii. other sources which have your consent to disclose your information; or
- iii. any other sources that are permitted by law or not otherwise restricted.

## **PURPOSE OF PROCESSING YOUR PERSONAL DATA**

The personal data will be collected, processed and used by us for the following purposes (collectively referred to as “Purposes”):

- i. to communicate with you;
- ii. to provide products and/or services to you;
- iii. to respond to your enquiries or complaints;
- iv. to protect or enforce our rights;
- v. to conduct due diligence pursuant to our internal governance procedures;
- vi. to publish photographs or video footages of you, which are captured during your participation in any of the corporate events, on our website or social media, or at our premises;
- vii. to consider applications for employment;
- viii. to investigate, respond to and defend claims made against, or involving KSSB and/or its subsidiaries;
- ix. for internal management and administrative purposes, including for purposes related to data storage and management;
- x. for audit and risk management purposes;
- xi. for security and access within KSSB;
- xii. to comply with legal and regulatory requirements;
- xiii. for any other purposes that is required or permitted by any law, regulations, guidelines and/or relevant regulatory authorities;
- xiv. for any other purpose authorized by you or incidental or ancillary or in furtherance to the above purposes.

## **DISCLOSURE OF PERSONAL DATA**

Your personal data will be kept confidential but it may be provided or disclosed to the following third parties for the Purposes stated above:

- i. enforcement agencies, government agencies and statutory or public authorities as permitted or required by law;
- ii. persons or organisations requesting for information under any law or court order;

- iii. companies and/or organisations that act as our agents, contractors, service providers;
- iv. any external professional firms or entities providing services to us or on your behalf such as accountants, auditors, tax consultants, advocates and solicitors;
- v. our business associates and other parties for purposes that are directly related to the purpose of collecting your personal information;
- vi. other parties in respect of whom you have given your express or implied consent.

## **NON-PROVISION OF PERSONAL DATA**

The collection of your personal data by us may be mandatory or voluntary in nature depending on the Purposes for which your personal data is collected. If you fail or choose not to provide us with the required mandatory data, we may not be able to carry out the Purposes for which you have provided us the personal data.

## **PROTECTION OF PERSONAL DATA**

We are committed to ensuring that your personal data is stored securely. We will implement appropriate administrative and security measures, procedures and policies to the extent practicable and in accordance with applicable laws, to prevent any unauthorised and unlawful processing of personal data and the accidental loss, destruction or damage to your personal data.

## **DATA INTEGRITY**

We aim to keep all personal data as accurate, complete, not misleading, up-to-date and reliable as possible. Therefore, the accuracy of your personal data depends to a large extent on the information you provide. As such, you are responsible for ensuring that the personal data submitted is accurate, complete, not misleading and updated in all aspects.

## **RETENTION PERIOD OF PERSONAL DATA**

We will not retain your personal data longer than necessary for the Purposes for which they are collected. However, relevant personal data may be retained to comply with any legal, regulatory, tax and/or accounting requirements or to protect the interest of KSSB.

We shall take all reasonable steps to ensure that all personal data is destroyed or permanently deleted when no longer required.

## **RIGHTS TO ACCESS AND CORRECT PERSONAL DATA**

You have the right to may make any enquiries, complaints, access or correction requests or request for KSSB to limit the processing of your personal data by contacting us using the Contact Us details below.

We reserve the right to impose a fee for access of your personal data in the amounts as permitted under the law. In respect of your right to access and/or correct your personal data, we have the right to refuse your request to access and/or make any correction to your personal data for the reasons permitted under the law.

## **YOUR CONSENT**

By providing to us your personal data, you hereby consent to the processing of your personal data in accordance with this Notice and any relevant privacy and data protection laws in Malaysia.

## **THIRD PARTY CONSENT**

In the event you have provided personal data relating to third parties (for example about your spouse or children or where you are the designated person in charge (from an organisation or company) for dealing with us, we rely on you to have obtained the prior consent of such third parties to allow us to process their personal data in relation to the Purposes.

## **TRANSFER OF YOUR PERSONAL DATA OUTSIDE MALAYSIA**

It may be necessary for us to transfer your data outside of Malaysia if any of our service providers or partners who are involved in providing any services to KSSB are located or have processing facilities in countries outside of Malaysia.

You hereby expressly consent to us transferring your personal data outside of Malaysia for such purposes. We shall endeavour to ensure that reasonable steps are taken to procure that all such third parties outside of Malaysia shall not use your personal data other than for the above Purposes and to adequately protect the confidentiality and privacy of your personal data.

## **CHANGES IN PERSONAL DATA PROTECTION NOTICE**

We reserve the right to modify, update or amend the terms of this Notice at any time to reflect any changes to our privacy practices. The updated Notice will be posted on this website and you may periodically browse this website to obtain the latest information on our privacy practices.

## **CONTACT US**

If you have any queries, concerns or complaints in relation to this Notice, or if you would like to update information we have about you, or if you wish to exercise your data protection rights, kindly contact us at the following contact points:

Designation : Head of Department Governance and Integrity  
Telephone : 03-5518 7735  
Address : Kumpulan Semesta Sdn. Bhd., Aras LPH, Menara Bank Rakyat Shah Alam,  
No. 1, Jalan Indah 14/8, Seksyen 14, 40000 Shah Alam, Selangor  
e-mail : [syahrul@semesta.com.my](mailto:syahrul@semesta.com.my)

## **LANGUAGE**

This Notice is issued in both English and Bahasa Malaysia. In the event of any inconsistency between these two versions, the English version shall prevail.