

PRIVACY NOTICE

A. PRIVACY NOTICE RELATING TO PERSONAL DATA PROTECTION ACT 2010

The purpose of this notice ("Privacy Notice") is to inform you of how Kumpulan Perangsang Selangor Berhad ("KPS"), including but not limited to its subsidiaries, related corporations or any of its affiliates (collectively referred to as "we", "us" or "our") collect, process, use and manage the Personal Data (as defined under the Personal Data Protection Act 2010 "PDPA").

B. COLLECTION OF PERSONAL DATA

The Personal Data about you which we may collect via print and digital channels (including but not limited to Website, Social Media and Mobile Apps) which includes Personal Data:

- when you enter into any agreement or provide other documentation or information in respect of your interactions with us;
- when you interact with our staff and/or officers for example via telephone calls, letters, fax, face-to-face meetings, text messages, social media platforms and emails;
- when you interact with us via our websites;
- when you request that we contact you or request that you be included in an email or other mailing list;
- when you submit an employment application or when you provide documents or information including your resume and/or CVs in connection with any appointment and/or designation with us;
- when your images are captured by us via CCTV cameras while you are within our premises, or via photographs or videos taken by us or our representatives when you attend our events;
- when we seek information about you and receive your Personal Data in connection with your relationship with us, including job applications, for example from business partners, public agencies, your ex-employer, referral intermediaries and the relevant authorities; and/or
- when you submit your Personal Data to us for any other reasons.

C. PURPOSE OF COLLECTING PERSONAL DATA

Generally, we collect and process your Personal Data for the following purposes:

- purposes connected with the operation, administration, development, record-keeping or enhancement of the Group's business including for the purpose of which is relevant to support and/or assist in any of the Group's businesses or the Group's Website; and/or

- purposes connected with the administration, management and/or enforcement of the commercial transaction and for contact and communication with you and/or such other persons or companies as represented by you; and/or
- where required by law, where we consider that such use or disclosure is necessary to respond to any claims or legal process, or where we suspect that fraud or unlawful activity has been, is being or may be engaged in; and/or
- where a third party acquires or wishes to acquire, or makes inquiries in relation to acquiring, an interest in any company within KPS; and/or
- where a third party requires in order for such third party to perform functions or services as required by KPS; and/or
- enabling KPS or where a third party requires in order for such third party to perform functions or obligations as required under the laws, rules, regulations, by laws and/or guidelines (whether or not having the force of law) or as required by any governmental and/or non-governmental authorities, agencies or departments or a third party requires in order to ensure compliance with agreement(s) or document(s); and/or
- where a third party requires in order for purposes of preparation and submission of any claims or payments to any party or for any audit/checks by any party for whatever purpose related to KPS's business; and/or
- purposes connected with the enforcement of KPS's rights pursuant to any letter, agreement and/or document including seeking legal and financial advice, taking any preliminary steps or commencing any legal action; and/or
- making such disclosures as may be required for any of the above purposes or by law

D. STORAGE AND RETENTION OF THE PERSONAL DATA

Your Personal Data shall be stored either in hard copies in KPS's offices or stored in servers located in or outside Malaysia and operated by KPS in or outside Malaysia.

Any Personal Data supplied by you will be retained by KPS as long as necessary for the fulfilment of the purposes stated in paragraph C above or is required to satisfy any legal, regulatory and/or accounting requirements or to protect KPS's interests.

KPS does not offer any online facilities for you to delete your Personal Data held by KPS.

E. HOW WE HANDLE EMAIL AND "CONTACT US" MESSAGES

KPS may preserve the content of any email or "Contact us" or other electronic message that KPS receives.

Any personal data contained in those messages will only be used or disclosed in ways set out in this Privacy Notice.

The message content may be monitored by KPS's service providers or employees for purposes including compliance, auditing and maintenance or where email abuse is suspected.

F. COMMUNICATION OR UTILISATION DATA

Through your use of telecommunications services to access KPS's Website, your communications data (e.g. Internet protocol address) or utilisation data (e.g. information on the beginning, end and extent of each access, and information on the telecommunications services you accessed) are technically generated and could conceivably relate to Personal Data.

To the extent that there is a compelling necessity, the collection, processing and use of your communications or utilisation data will occur and will be performed in accordance with PDPA.

G. NON-PERSONAL DATA COLLECTED AUTOMATICALLY

When you access KPS's Website, KPS may automatically (i.e. not by registration) collect non-personal data (e.g. type of Internet browser and operating system used, domain name of the website from which you came, number of visits, average time spent on the site, pages viewed).

KPS may use this data and share it with the rest of its group of companies to monitor the attractiveness of KPS's Website and to improve their performance or content.

H. DATA ACCESS AND CORRECTION RIGHTS

You are responsible for ensuring that the Personal Data submitted is accurate, complete, not misleading and updated in all aspects.

You may at any time request for access to and for correction of your Personal Data. In order to exercise your rights, you may do so by contacting **LCD Officer** at **03-5524 8400** or via email at pdpa@kps.com.my

Your rights to access and for correction of your Personal Data shall be administered in accordance with PDPA. KPS may refuse to comply with such request for access or correction to your Personal Data pursuant to PDPA.

KPS reserves the right to review, change, and/or amend this Notice from time to time without prior notice and will communicate such changes along with the updated Policy on KPS's website, and/or other appropriate means as may be determined by KPS.