



JAYA TIASA HOLDINGS BERHAD

[Registration No. 196001000095 (3751-V)]

PERSONAL DATA PRIVACY & SECURITY NOTICE

1. Introduction

The Personal Data Protection Act 2010 (“the Act”) is an Act that is passed by the Malaysian government to regulate the processing of personal data in a commercial transaction and to safeguard the interest of Data Subject.

Jaya Tiasa Holdings Berhad and its subsidiaries (“Group”, “we”, “us” or “our”) respect the privacy and confidentiality of its Employees, Business Partners, Vendors, Suppliers, Distributors and Customers' personal data (“Data Subject”). In compliance with the Act, we have taken the necessary steps to meet data privacy requirements by providing this Personal Data Privacy & Security Notice (“Notice”) outlining our practices concerning how personal information is being collected and used by us.

2. Collection of Personal Data

The personal data collected by us may include, but not limited to the following: -

- a) Full name, occupation, and company name and signature;
- b) Age, gender, date of birth, national registration identity card number and passport number;
- c) Race, ethnic origin, nationality, preferences, and interest;
- d) Contact information (including but not limited to correspondence, residential and office address, phone numbers and email address);
- e) Marital status, details of children, income, current and past employers;
- f) Other information relevant to customer surveys, promotions or offers.

3. Purposes of Processing

We may collect and process Personal Data for the purposes to carry out the necessary transactions and for the Group’s business, welfare and social activities, including but not limited to the following purposes:

- a) To provide services to our customer and/or employees;
- b) For job application and processing of employment data;
- c) To better understand the needs of our customer;
- d) To improve our products and services;
- e) For finance and marketing activities;
- f) To send festive messages, invitations, promotional message, and special offers;
- g) To enable related parties to provide goods or services to the Group;
- h) For security and fraud prevention purposes;
- i) For the purposes of our corporate governance;
- j) To comply with legal and regulatory requirements;
- k) For the purposes for which the data are provided to us;
- l) For all other purposes in relation or incidental to the above that is required or permitted by any law, regulations, guidelines and/or relevant regulatory authorities.

4. Data Security

We may collect and store your personal data in electronic and/or physical form, depending on the requirement. In order to prevent loss, theft, misuse, modification, unauthorised or accidental access/alteration/disclosure/destruction, we have put in place appropriate physical, electronic, technical and administrative procedures as well

as security measures to safeguard the Personal Data that we have collected. Some of these measures include but not limited to:

- a) Restricted physical or system access to data storage for authorized person only;
- b) Encrypted transmission of system data over network;
- c) Ensure up-to-date network and security tools in place;
- d) Periodic security assessment and reviews for betterment.

5. Disclosures of Personal Data

The Personal Data will be kept confidential by us. However, we may be required or need to disclose information to certain categories of parties as listed below: -

- a) Any related, associates, affiliates, and subsidiaries of the Group;
- b) Auditors, consultants, lawyers, accountants or other financial or professional advisers appointed in connection with our business;
- c) The Group third party service providers, third party management companies, business partners, contractors, sub-contractors and/or authorized or contracted third party in relation to providing you with related products and services;
- d) The Group appointed service providers in relation of our delivery services;
- e) Any persons, government agencies, statutory authorities and/or industry regulators, whom we are compelled or required to do so by law;
- f) Employee's past and/or future employers;
- g) Employment and recruitment agencies;
- h) Education and training institutions and examining bodies;
- i) Other parties in respect of whom the Data Subject have given their express or implied consent.

6. Accuracy and updating of Personal Data

Whenever the Data Subject provided their personal information to us, the Data Subject shall undertake that all such information provided is accurate, complete and up-to-date. If there are any changes or if the Data Subject believe that the Personal Data we have is inaccurate, incomplete, misleading or not up-to-date, please contact us so that we may take steps to update the Personal Data.

7. Access, correction, enquiries, and complaints

If the Data Subject have any questions regarding this Notice or would like to make any inquiries or complaints or to request access to make corrections, amendments or updates or limit our processing of their Personal Data or to withdraw their consent, the Data Subject may contact us via:

Jaya Tiasa Holdings Berhad
Tel: +6084-213 255
Fax: +6084-213 855
Email: inquiry@jayatiasa.net

8. Amendments of this notice

The Company reserves the right to update, revise, amend and/or modify this Notice from time to time and in any manner at its absolute discretion but in accordance with the law. Any material changes will be posted on our website and/or other appropriate communication means as may be determined by the Company.

Please read this Notice to understand how we use the personal information we may collect from the Data Subject. By providing any personal information to us, the Data Subject are consenting to this Notice and the collection, use, access, storage and processing of the personal data as described in this Notice.