

PENTAMASTER CORPORATION BERHAD

NOTICE

Notice to employees and potential employees pursuant to the Personal Data Protection Act (PDPA)

- 1 This Notice serves to inform all employees and potential employees that Pentamaster Corporation Berhad (572307-U) and its subsidiaries and other related and associates companies (hereafter referred to as (PMCB) may process your personal data. By signing the acknowledgement of this notice, you consent PMCB processing personal data provided by you and/or a service provider engaged by PMCB for purpose of your employment in PMCB, which is obtained from:
 - Your resumes/ curriculum vitae, job application form and other supporting documents either physical and/or electronic fill and/ or submit by you or on behalf appointed by you.
 - Your communications with PMCB through various methods such as emails, social media, letters, telephone calls, conversations and interview you have with PMCB personnel and/or our authorised agents.
 - The third parties such as your former employers, statutory bodies, government agencies, medical institutions and insurance providers
 - Others documentation and information sources in relation to or incidental to the above.

- 2 The personal data in relation to you may include information on
 - Your identity and background; your name, address, contact details, details of birth, education background, employment history, marital status, racial, family background, nationality, age, gender, signature, photograph, statutory information (including EPF, SOCSO and income tax reference numbers) referees and results of employment checks, physical or mental health or medical condition(s),
 - 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 and information captured on security systems (including voice, video, close circuit television (CCTV) and security recordings).
 - You may also required to provide us with your personal financial details, your relatives personal and financial details, your emergency contact details and details of any other business, part time or other job you or your family involve.
 - Your employment information with PMCB (including your employment ID, designation, department, assessments and appraisals, login name and passwords, salary, benefits and rewards)
 - Your professional membership information (including membership number and designation)

- 3 We may process your personal data, including additional information you may subsequently provide to us, for the purpose of the contract of service or contract for service or such other contract as may have been entered into between you and PMCB for the purpose of your employment.

- 4 By signing the acknowledgement of this Notice you give PMCB consent to process, including collecting, use, record, store and retain your personal data including your sensitive personal data accordance with this Personal Data Protection Notice. PMCB may process your personal data without your consent in circumstances as permitted by law.

- 5 The personal data and other information collected from you, including any information that you subsequently provide may be used and processed by PMCB for the following reasons:
 - Processing employment application including pre-employment checks and medical check up.
 - Determining and reviewing salaries, incentives, bonuses and other benefits
 - Processing and administrating of rewards, benefits, payroll processing and others entitlements.

- Processing travelling documentation, application of work permit and visa and arrangement of transportation and accommodation.
 - Security access within PMCB
 - Complying with the compliance and disclosure requirements of any and all governmental and/or quasi-governmental departments and/or agencies, regulatory and/or statutory bodies (Inland Revenue Board, Employee Provident Fund, Social Security Organisation and Bank Negara Malaysia)
 - Performance management system, including performance appraisal, disciplinary actions, promotion, demotions, transfer, performance improvement plan and termination.
 - Verification and reference checks by third parties including auditor
 - General administration and management purpose.
 - Purpose relating thereto.
- 6 Employees and potential employees ought to be aware that your information requested is necessary for us and it's obligatory for you to provide us. Failure to supply such information will result in us being unable to process employment applications, or affect our ability to perform our obligations under any potential or existing employments contract and/or your ability to enjoy the benefits of your employment with PMCB.
- 7 Data held by PMCB relating to employees and potential employees will be kept confidential but we may provide such information to the following parties, whether within or outside Malaysia, for the purpose as set out in clause 5 above, which parties may also subsequently process, transfer and disclose such data for the purpose set out in clause 5.
- Agents, contractors, vendors and service providers (including insurance and financial service providers) that provides services including data processing service relating to the purpose above.
 - Your agents and advisors and any other person notified by and authorised by you.
 - Government agencies/ statutory bodies/ authorities
 - Any person who is required to keep such data confidential
 - PMCB appointed banks, auditors, lawyers and healthcare professionals or hospital
 - Associations in respect of your professional membership
 - Other parties, in respect of whom you have consented to the disclosure of your personal data.
- 8 You may access and request for correction of your personal data and/or to limit the processing of your personal data, or make any enquiries or complaints in respect of your personal data, by contacting Human Resources Department office

Human Resources Department
Pentamaster Corporation Berhad
Plot 18 & 19, Technoplex, Medan Bayan Lepas,
Taman Perindustrian Bayan Lepas, Phase IV.
11900 Pulau Pinang.
Tel No.: 04-6469212 Ext 111 or 100

- 9 Pursuant to the Act, we may refuse to comply with your request for access or correction to your personal data and if we refuse to comply with such request, we will inform you of our refusal and the reason for our refusal.
- 10 You are responsible for ensuring that the personal data you provide us is accurate, complete and not misleading and that such personal data is kept up to date.
- 11 Any personal data supplied by you will be retained by the PMCB as long as necessary for the fulfilment of the purpose set out in this Notice or as if required to satisfy any legal, regulatory and/or accounting requirements. **Your continued employment with us is deemed consent for us to collect, process, and store the data in accordance with the above.**