

## **PERSONAL DATA AND PRIVACY NOTICE**

(Job Applicants)

### **1. Collection of Personal Data**

In the course of your employment and/or prospective employment with MFMA Development Sdn. Bhd. ("the Company"), it is necessary for you to provide to us data about yourself and your family or for the Company to collect information about yourself that is subject to applicable data protection, privacy or other similar laws (collectively your "**Personal Data**") from time to time. Apart from information provided by you through your employment application, the Company may obtain personal data on you from various reference checks, background checks or from the various governmental authorities.

### **2. Nature of Personal Data**

The Personal Data in relation to you may include copies and other details of identity documents, proof of address and other contact details, information concerning age, marital status, racial or ethnic origin, creditworthiness, physical or mental health or medical condition, dietary preference, 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. The Company may request for original copies of the documents provided by you during the interview process.

### **3. Impact resulting from failure to supply information**

Failure to supply such Personal Data may affect your employment prospects or affect the ability of the Company to perform its obligations under any potential or existing employment contract or your ability to enjoy the benefits of your employment with us. Your employment application may be rejected in the event the information is insufficient or incorrect.

### **4. Processing of Personal Data**

The Personal Data you provide will be collected, used and otherwise processed by the Company for the following purposes:-

- a. Human Resource management and/or purposes, including:
  - i. the identification and determination of eligibility for employment and qualifications relevant to employment with the Company;
  - ii. pre-employment verification of information provided by prospective employees which include: checking the accuracy and completeness of the details (such as qualifications) provided by prospective employees;
  - iii. pre-employment vetting of prospective employees' background and circumstances which may include: conducting background checks in relation to criminal records, obtaining information from credit bureaus

- to check for employees' creditworthiness, conducting reference checks in relation to employees' job suitability;
  - iv. assessing individual work performance, attendance and disciplinary record;
  - v. conducting employee disciplinary proceedings, where necessary;
  - vi. conducting training of employees;
  - vii. obtaining and maintaining employee health records and information which include: requiring you to complete a medical questionnaire or undertake a medical examination;
  - viii. reviewing salaries, bonuses and other benefits;
  - ix. providing employee references which include: letters to third parties providing employee's details (excluding salary information) of employment with the Company;
  - x. monitoring compliance with Company's policies;
  - xi. disclosure to the employment, tax and/or immigration authorities;
  - xii. all other matters relating to your employment with the Company as the Company considers to be necessary or appropriate.
- b. Business process execution, including delivering services to clients.

## **5. Disclosure**

Personal Data provided to the Company and any employment agency or recruiter appointed by the Company in relation to your employment with the Company will generally be kept confidential but you hereby consent and authorize us to provide or disclose your Personal Information for the purposes stated above to the following persons whether within or outside of Malaysia:-

- a. all related companies, subsidiaries, holding companies, associated companies and any other group companies of the Company (collectively, "the Group");
- b. to the Company's clients, where such information are necessary for the Company to provide the necessary services to its clients;
- c. any person to whom the Company is compelled or required to do so under law or in response to a competent or government agency;
- d. any person where public interest or our interests require disclosure;
- e. any agent or third party service provider that provides administrative, telecommunications, payroll services computer or other services to the Company in connection with its business;
- f. any person seeking employment references;
- g. pension or insurance companies with whom the Company has arranged benefits coverage for its employees; and
- h. such sub-contractors or third party service or product providers as the Company may determine to be necessary or appropriate.

**6. Safeguards**

We shall endeavour to implement the appropriate administrative and security safeguards and procedures in accordance with the applicable laws and regulations to prevent the unauthorized or unlawful processing of your Personal Data and the accidental loss or destruction of, or damage to, your Personal Data.

**7. Data Transfer and Sharing**

Where we consider it necessary or appropriate for the purposes of data storage or processing or human resource management, we may transfer your Personal Data to another entity of the Group or a third party service or product providers within or outside the country under conditions of confidentiality and sufficient levels of security safeguards. Such transfer of data will only be permitted to be carried out provided that the same is permitted by law and where the Company is satisfied that there are sufficient security standards to protect the integrity and confidentiality of such data.

**8. Your Rights of Access and Correction**

8.1 You have the right to request access to and correction of information about you held by the Company and you may:-

- a. check whether the Company holds or uses your Personal Data and request access to such data;
- b. request that the Company correct any of your Personal Data that is inaccurate, incomplete or out-of-date;
- c. request that your Personal Data is retained by the Company only as long as necessary for the fulfillment of the purposes for which it was collected;
- d. request that the Company specify or explain its policies and procedures in relation to data and types of Personal Data handled by the Company; and
- e. withdraw, in full or in part, your consent given previously

in each case subject to any applicable legal restrictions, contractual conditions and a reasonable time period. In relation to paragraph 8.1(e) above, please note that notwithstanding the withdrawal of your consent, the Company may still proceed to process your personal data in circumstances recognized and permitted by law.

8.2 The person to whom written requests for access to Personal Data or correction and/or deletion of Personal Data or for information regarding policies and procedures and types of Personal Data handled by the Company is:

Name : Tatsuro Irino (Mr.)  
Position : Executive General Manager  
Tel No : + 603 8777 9222  
Fax : + 603 8777 9200  
Email : t-irino@mitsuifudosan-asia.com  
Address : Mitsui Outlet Park KLIA Sepang,  
Persiaran Komersial,  
64000 KLIA, Sepang, Selangor Darul Ehsan, Malaysia

By submitting your employment application to the Company you have fully read, understood and agreed to this Personal Data and Information Notice.