

## **PERSONAL DATA AND PRIVACY NOTICE**

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

In the course of your application of employment with Sika Kimia 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, 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, thumbprint, biometric information, 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 application prospects or affect the ability of the Company to consider your application. 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 application and qualifications relevant to employment with the Company;
  - ii. pre-employment verification of information provided by prospective applicant which include: checking the accuracy and completeness of the details (such as qualifications) provided by prospective applicant;
  - iii. pre-employment vetting of prospective applicants' background and circumstances which may include: conducting background checks in relation to criminal records, obtaining information from credit bureaus to check for applicants' creditworthiness, conducting reference checks in relation to applicants' job suitability;
  - iv. obtaining and maintaining applicant health records and information which include: requiring you to complete a medical questionnaire or undertake a medical examination;
  - v. all other matters relating to your application with the Company as the Company considers to be necessary or appropriate.

### **5. Disclosure**

Personal Data provided to the Company and any employment agency or recruiter appointed by the Company in relation to your application of 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. entities within the Sika Group of Companies including all related companies, subsidiaries, holding companies and associated companies;
- b. any person to whom the Company is compelled or required to do so under law or in response to a competent or government agency;

### **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 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 fulfilment 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.