

PERSONAL DATA PROTECTION NOTICE
FOR EMPLOYEES

A. Introduction

PT Resources Holdings Berhad and its subsidiaries (collectively referred to as “**Group**”, “**we**”, “**us**” or “**our**”) value and are committed to the protection of Personal Data. This Personal Data Protection Notice (“**Notice**”) explains the collection, use, processing, disclosure and retention of Personal Data (as defined hereinafter) including your Personal Data pursuant to the Personal Data Protection Act 2010 (“**Act**”).

By visiting our website, by interacting with us, by providing Personal Data to us, or otherwise by acknowledging this Notice, you have read and consent and/or you are deemed to have read and consent to the Group collecting, using, processing, disclosing and retaining your Personal Data in the manner described in this Notice.

Kindly note that the Group reserves the right to change, amend, update and/or vary this Notice at any time. You are advised to check our announcements from time to time for changes, amendments, updates or variations. The latest version of the Group’s policies on use, processing, disclosure and retention of Personal Data can be accessed at the Group’s website through the following link: <https://www.ptresourcesgroup.com.my/>

By continuing to communicate with the Group you are deemed to have accepted the changes, amendments, updates or variations.

B. Collection of Personal Data

1. The Group collects your Personal Data upon and throughout the course of your employment with us including but not limited to information provided by you (whether in oral or written form), including those provided in the application process, computers, servers, mobile phones, and other devices whether provided by the Group or owned by you, from the Group’s devices (including our CCTVs) and from third party information sources including your former employer, or referees, verification or background checks, reports from investigations, or otherwise generated during the course of your application for a job and/or your employment relationship with the Group as the case may be. Personal Data which has been or will be collected includes but is not limited to:

- i. Your personal details which may include but is not limited to name, gender, race, marital status, date of birth, home and correspondence address, contact details, phone number, employee identity number, identity card number, education background, driving licence number, transport information, image/photograph, income tax reference number, bank name and account number, your financial and/or bankruptcy status, family background, information of your dependents and family members including name, occupation, identity card numbers, emergency contact numbers and details of your last employment;
- ii. Any sensitive personal data which may include but is not limited to information relating to your religious belief, medical and health related data and information relating to the commission or alleged commission by you of any offence;
- iii. The details in regard to your employment which may include but not limited to title, dates of employment, working hours, key employment contract terms, salary, benefits, bank accounts details, income tax details, Employee Provident Fund account number and Social Security Organisation (SOCSO) account number;
- iv. Details of any person(s) identifiable from your personal data which may include but is not limited to information about your dependents; and/or
- v. Other information about you, from which you are identifiable.

(collectively referred to as “**Personal Data**”).

2. Where you have provided Personal Data of another individual (“**Third Party**”), you must ensure that you have informed the Third Party that you are providing the Third Party’s Personal Data to us, and have obtained the Third Party’s consent to do so.
3. Kindly note that it would be mandatory for you to provide us with the abovementioned Personal Data for us to fulfil the purposes as provided for in paragraph 4 below. If you fail to provide such Personal Data or if you do not consent to us processing your Personal Data, we may be unable to perform our contractual obligations with you.

C. Purposes

The Personal Data collected by the Group may be processed by the Group or on behalf of the Group by those listed in paragraph 5 below for *inter alia* and without limitation, the following purposes:

- i. Assessment of your suitability for employment;
- ii. Management of your obligations to the Group and vice versa;
- iii. Internal record keeping purposes, including but not limited to administration and processing throughout and/or for your employment, including reference or background check, benefit and training;
- iv. Payroll and benefit administration and processing, including making contributions to the Employees Provident Fund Board and Social Security Organisation;
- v. Communication with you;
- vi. Monitoring your performance levels and conducting performance appraisal;
- vii. Taxation and/or auditing purposes;
- viii. Risk management and security purposes including but not limited to managing and administrating e-mail, handling and investigating any security related issue, vulnerability, and/or incidents;
- ix. Internal investigations and legal proceedings;
- x. Securing regulatory approvals and compliance purposes;
- xi. Compliance with the law and any amendments in force;
- xii. For such other purposes as may be required by law;
- xiii. For the exercise of any functions conferred on any person by law and/or towards the administration of justice; and/or
- xiv. For any purpose incidental, ancillary or in furtherance to the abovementioned purposes.

(collectively referred to as “**Purposes**”).

If you do not consent to or wish to limit the Group’s processing of your Personal Data or the Personal Data of any person which may be identified from the Personal Data provided to the Group for any of the Purposes listed in this Notice, please notify the Group via the contact details stated in paragraph 10 below. However, if you do not consent, excessively limit or if you revoke your consent to us processing your Personal Data, we may be unable to perform our contractual obligations with you.

D. Disclosure to Third Parties

If and when necessary, your Personal Data may be disclosed to the third parties (who may be located and/or process your Personal Data outside of Malaysia) including the below for any of the Purposes contemplated at paragraph 4 above or as any such purposes as updated from time to time:

- i. Authorised agents, suppliers, contractors and third party service providers who provide services to the Group;
- ii. External professional advisors, auditors and tax agents;
- iii. Governmental departments and authorities including the Employees Provident Fund Board, Social Security Organisation and any other regulatory body;
- iv. Any business partner, investor, third parties conducting background checks, assignee or transferee (whether actual or prospective) to facilitate business asset transactions (which may extend to any merger, acquisition or any debt or asset sale) involving the Group or any part of the Group's business;
- v. Company secretary;
- vi. Liquidators or administrators of the Group;
- vii. Any person authorised by or under any law or by the order of a court; and
- viii. Any affiliated or related companies or entities which is part of the Group including MHC Coldstorage Sdn Bhd, MO Foodmart Sdn Bhd and HGMC Holding Sdn Bhd.

E. Transfer and Security of Personal Data

The Group may transfer your Personal Data to any company within its group of companies and/or third parties set forth in paragraph 5 above. In the event that your Personal Data is transferred, the Group shall take reasonable steps to ensure that reasonable confidentiality safeguards have been put in place to ensure your rights to Personal Data protection remains unaffected.

F. Access and Correction

The Personal Data you provide to us must be accurate, complete, not misleading and kept up-to-date. Should you be made aware of any inaccurate, incomplete or misleading Personal Data or where the Personal Data provided to us earlier have become incorrect or out of date, kindly notify us via the contact details provided for in paragraph 10 below.

Except as provided by law, you have the right to request access and correct your Personal Data, to make any inquiries or complaints and to withdraw your consent given to us hereunder. Such request however, may be subject to the requirements in the Act and the Group's request procedure.

G. Retention Standard

Any Personal Data shall not be kept longer than is necessary for the fulfillment of the Purposes mentioned in this Notice. We will endeavour to ensure that all Personal Data is destroyed or permanently deleted if it is no longer required for the Purposes for which it was to be processed.

H. Personal Data Inquiries, Complaints, Requests etc.

1. For all further queries, complaints or request(s) kindly contact:

Elaine Chan
Human Resources Department
Telephone Number: 0176363833
E-mail: elainechan@mofoodmart.com

The Group has the right to (a) refuse an access or correction request for the reasons provided under law and/or (b) to charge a fee for each access request as follows:

Request for Personal Data (excluding sensitive personal data) with a copy – RM10.00

Request for Personal Data (excluding sensitive personal data) without a copy – RM2.00

Request for Personal Data (including sensitive personal data) with a copy – RM30.00

Request for Personal Data (including sensitive personal data) without a copy – RM5.00.

2. In the event of conflict between the English and Malay version of this Notice, the English version shall prevail.