



## Policies & Procedures

# PERSONAL DATA PROTECTION POLICY



## UEM GROUP BERHAD PRIVACY POLICY

We, UEM Group Berhad (196601000085 (6551-K)), our subsidiaries and associate companies (collectively, “UEM”) respect your right to privacy, and we respect all Personal Information you provide to us.

We are committed to protecting all Personal Information kept by us. UEM is bound by the Personal Data Protection Act 2010 as may be amended from time to time (“PDP Act”) and all other applicable laws, regulations, guidelines and orders in respect of data protection in Malaysia.

For the purpose of this Privacy Policy:

**“Authorised Third Parties”** means UEM's related, associate companies and affiliates, any agents or service providers who provide services to UEM relating to the purposes of which the Personal Information is collected, and any person who is under a duty of confidentiality who has undertaken to keep the Personal Information confidential;

**“UEM”, “we”, “us” or “our”** means collectively, UEM Group Berhad (196601000085 (6551-K)), a company incorporated in Malaysia and having its registered address at 19-2 Mercu UEM, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470, Kuala Lumpur, its subsidiaries and associate companies;

**“Personal Information”** means any personal information relating to you that you have provided to UEM or made available to UEM;

**“Sensitive Personal Information”** comprises information as to your physical or mental health or condition, political opinions, religious beliefs or other beliefs of a similar nature, commission or alleged commission of any offence, biometric data or any other Personal Information designated as such.

### 1. COLLECTION OF PERSONAL INFORMATION

- 1.1. In addition to the Personal Information you provide to us directly including through our website at <https://career.uemnet.com>, we may also obtain your Personal Information from various sources and public databases.

1.2. The types of Personal Information we may obtain about you includes:

- a) personal contact information such as name, address, telephone number and email address;
- b) username and password to access our website;
- c) financial information including bank account details;
- d) education background;
- e) employment information (if any);
- f) medical records;
- g) social media identifier; and
- h) other information such as identification number, language preference, age, date of birth, gender and family status.

1.3. Although the provision of your Personal Information is voluntary, withholding such information may limit our ability to assess your application effectively and could negatively impact your application.

## 2. USE OF PERSONAL INFORMATION

We require this information to understand your needs and in particular for the following reasons:

- a) to communicate with you;
- b) to grant you access to any applications or platforms or websites owned, operated or managed by us or on our behalf;
- c) to assess and process your application for employment;
- d) to conduct a background check;
- e) to respond to your inquiries or requests;
- f) for internal management and administrative purposes, including for purposes related to data storage and management;
- g) to improve our recruitment processes;
- h) to comply with legal and regulatory requirements;
- i) if your application is successful, to process your Personal Information in connection with your employment relationship with us; and
- j) for any other purpose authorized by you or that is incidental, ancillary or related to any of the purposes stated above.

(collectively, “**Purposes**”).

### **3. INFORMATION SHARING**

- 3.1. We do not sell or otherwise use, process, record, hold, store, share and disclose (“**process**”) your Personal Information which we collect about you, except as described in this Privacy Policy or otherwise disclosed to you at the time the Personal Information is collected.
- 3.2. We may need to share your Personal Information with Authorised Third Parties or any regulatory authorities and government agencies (such as the Inland Revenue Board, the Employees Provident Fund and the Social Security Organisation) for the Purposes. We do not authorise the Authorised Third Parties to use or disclose the information except as necessary to perform certain services on our behalf or comply with legal requirements. We require the Authorised Third Parties by contract to appropriately safeguard the privacy and security of Personal Information they process on our behalf.

### **4. PERSONAL INFORMATION PROTECTION PRINCIPLES**

- 4.1. We will process the Personal Information you provide to UEM when you register, sign up, apply for, or express interest through our website with your specific consent.
- 4.2. We may use your Personal Information for the Purposes.
- 4.3. UEM will not process your Personal Information without your prior written consent, except for the Purposes or where required or permitted under Malaysian law.
- 4.4. UEM will not sell or rent your Personal Information to third parties. Other than as provided in this Privacy Policy, UEM will not disclose your Personal Information to any third party without your consent.
- 4.5. UEM may use or disclose your Personal Information for accounting or reporting purposes, subject to the terms of this Privacy Policy.

- 4.6. It may be necessary to transfer your Personal Information to other entities or service providers located in countries outside Malaysia. This may happen where such entities or service providers are based outside Malaysia. Please note that these foreign entities or service providers might not offer a level of data protection that is equivalent to that offered in Malaysia under the laws of Malaysia. You hereby expressly consent to us transferring your Personal Information outside of Malaysia for the Purposes. In these instances, UEM shall endeavour to ensure that reasonable steps are taken to procure that your Personal Information be treated in accordance with this Privacy Policy and the PDP Act.
- 4.7. UEM has implemented appropriate security policies and technical measures to protect your Personal Information from unauthorised access, improper use or disclosure, unauthorised modification, unlawful destruction or accidental loss. All our employees and data processors, who have access to and are associated with the processing of Personal Information, are required to respect the confidentiality of your Personal Information.
- 4.8. Personal Information that UEM collects from you will be stored and backed up securely in a location which is accessible by UEM's authorised personnel.
- 4.9. In discharging our responsibilities with respect to the confidentiality of Personal Information, UEM shall endeavour, where practicable, to implement necessary safeguards, appropriate to the sensitivity of the information, in order to protect the Personal Information against loss or theft, and unauthorized access, disclosure, copying, use or modification. These safeguards may include physical, organizational and technological measures, such as locked filing cabinets, restricted access to offices, security clearances and limiting access on a "need to know" basis and the use of passwords and encryption. Procedures for implementing these measures will be communicated to UEM employees and relevant third parties to ensure compliance with this principle.
- 4.10. We cannot and do not accept responsibility for any unauthorised access or interception or loss of Personal Information that is beyond our reasonable control.
- 4.11. UEM will retain your Personal Information for as long as the purpose for which it was collected remains valid, and thereafter for a period of seven years, or any other period of time as required and/or permitted under Malaysian law.

- 4.12. UEM takes all reasonable precautions to ensure that the Personal Information that we collect and process is accurate, complete and up-to-date. However, the accuracy of that information largely depends on the information you provide.

## **5. YOUR RIGHTS**

- 5.1. To the extent that the applicable law allows, you have the right to request for access to, request for a copy of, request to update or correct, your Personal Information held by us. If you would like to do so, please let us know. You may be required to put your request in writing for security reasons. We reserve the right to charge a fee for processing your request to access your information.
- 5.2. You have the right at any time to request us to limit the processing and use of your Personal Information (for example, requesting us to stop sending you any information updates).
- 5.3. You may at any time remove your Personal Information from our database. If you remove your Personal Information from our records, we will no longer be able to process your application.

## **6. SENSITIVE PERSONAL INFORMATION**

- 6.1. Where required under Malaysian law, UEM will obtain consent from you before we process your Sensitive Personal Information.
- 6.2. UEM will process your Sensitive Personal Information without your consent only in those limited circumstances as permitted by Malaysian law.

## **7. UEM'S WEBSITE**

- 7.1. UEM provides products and services via its various websites. When you visit UEM's sites, its web servers generally record anonymous information such as the time, date and URL of the request. This information assists UEM to improve the structure of its websites and monitor their performance. From time to time, UEM may also use Authorised Third Parties to analyse this anonymous information.

- 7.2. As mandatory in the usage of the UEM's websites, UEM may require standard information such as a Login ID, password, personal information for verification purposes, contact details and identification numbers. You are required to maintain the secrecy of your Login ID and password enabling you to access UEM's website. It is strongly stressed that UEM will not be able to secure the Personal Information if you reveal your Login ID and password to anyone.

## **8. IP ADDRESSES AND COOKIES**

- 8.1. UEM also collects Internet Protocol (IP) addresses. IP addresses are assigned to computers on the internet to uniquely identify them within the global network. UEM collects and manages IP addresses as part of the service of providing internet session management and for security purposes.
- 8.2. UEM's websites may transmit to any visitor's computer a "cookie". A cookie is a package of data that allows UEM's server to identify and interact more effectively with the visitor's computer having to spend time on identifying each user, thereby also providing additional login convenience. You may configure and personalize **your** current browser to refuse, reject or delete such cookies.

## **9. CONTACT DETAILS OF UEM**

You may submit your written request, between 9.00AM and 5.00PM, Monday to Friday, if:

- a) you have any questions in relation to this Privacy Policy; or
- b) you would like to request for access to, or correction of, your Personal Information or limit the processing of your Personal Information;

to the address as set out below:

### **UEM Group Berhad (196601000085 (6551-K))**

19th Floor, Mercu UEM,  
Jalan Stesen Sentral 5,  
Kuala Lumpur Sentral  
50470 Kuala Lumpur Malaysia  
Tel : +603 2727 6868  
Fax : +603 2727 2222

## **10. CHANGES TO THIS PRIVACY POLICY**

We may review and change this Privacy Policy from time to time to reflect changes in the law, our business practices, processes or structure. While it is not generally feasible to notify you of the changes to this Privacy Policy, the latest version of this Privacy Policy will be available on our website.