

WORLD BUSINESS PRESS ONLINE SERVICES SDN BHD

PERSONAL DATA PROTECTION NOTICE

1. INTRODUCTION

- 1.1. This Personal Data Protection Notice ("**Notice**") explains to you how World Business Press Online Services Sdn Bhd ("**we**", "**us**" or "**our**") collect and use your Personal Data you have provided to us in the course of our business relationship or your employment with us, as well as who we may share the Personal Information with. For the purpose of this Notice, the term "**Personal Data**" includes any personal information in respect of commercial transactions, that relates directly or indirectly to a data subject who is identified or identifiable from that information or from that information in combination with other information in our possession.
- 1.2. The term "**data subject**" or "**you**" or "**your**" in this Notice refers to individuals whose personal data we process, including any individual customer or supplier or individual representative of any customer or supplier or individual employee.
- 1.3. Our website contains links to third party sites, which are not subject to this Notice. We do not endorse and are not responsible for the privacy practices or contents on these sites. We recommend that you read and understand the privacy policy of the sites that you visit before providing any Personal Data through those sites.
- 1.4. We encourage you to periodically review this Notice as we may revise or modify this Notice from time to time. In the event of such revision or modification, the amended Notice will be published on our website and you will be notified of same through the channels of your choice and, if required by the law, you will be required to agree to be bound by, accept and consent to such revision or modification before we can continue to provide you with our services.

2. COLLECTION OF YOUR PERSONAL DATA

- 2.1. We collect and process **(i.)** Personal Data that is necessary for us to provide you with the services you require or continue your employment with us ("**Mandatory Data**"); and **(ii.)** Personal Data that it not Mandatory Data ("**Optional Data**").
- 2.2. Mandatory Data (where applicable) includes your:
 - 2.2.1. full name;
 - 2.2.2. gender;
 - 2.2.3. date of birth;

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- 2.2.4. home, business or mobile phone number;
- 2.2.5. private or business address;
- 2.2.6. private or business electronic mail address;
- 2.2.7. bank account details;
- 2.2.8. identification supporting documents and details of such identification (such as national registration identity card, passport, certificate of incorporation etc);
- 2.2.9. social security number;
- 2.2.10. income tax number;
- 2.2.11. Employees Provident Fund number;
- 2.2.12. information relating to your immediate family members and next of kin;
- 2.2.13. information on your employment background, including job positions, previous employers, etc.
- 2.3. Optional Data includes:
 - 2.3.1. additional details relating to your areas of interests and information requested in your participation in contests, surveys, promotional activities etc. organised by us (if you had agreed to so participate);
 - 2.3.2. information that are related to the services you had requested for;
 - 2.3.3. information collected and/ or processed through direct communication with us including but not limited to text messages, customer services conversations, social media posting or online interactions.
- 2.4. When providing us with your Personal Data, you expressly agree and consent to us processing your Personal Data to fulfil your requests or as for us to provide you with employment. You may opt not to provide your consent to us processing any Optional Data.
- 2.5. If you do not agree or consent to us processing your Mandatory Data, we will not be able to offer or continue to offer you employment or fulfil your requests for our services.
- 2.6. We will not collect or process any sensitive personal data, except your medical information, ethnicity, and religious beliefs if you are an employee. Sensitive personal data includes physical or mental health or condition, political opinions,

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religious or other beliefs, biometric data and information of commission of any offence.

- 2.7. We will not process any Personal Data belonging to any data subject that is below 18 years of age, except for information on dependants below the age 18 years as may be required by local authorities.

3. SOURCES OF COLLECTION OF PERSONAL DATA

- 3.1. Your Personal Data is collected by us from the following sources:

- 3.1.1. your initial enquiry to us, whether through emails, calls or other means of communication;
- 3.1.2. your request for quotation;
- 3.1.3. your application form for employment;
- 3.1.4. information you provide in our order forms, purchase orders, etc;
- 3.1.5. information you provide on our website;
- 3.1.6. information we obtain from public sources such as transparency registers, commercial registers, credit reporting agencies;
- 3.1.7. information available to us on social media platforms such as LinkedIn.

4. PURPOSE FOR COLLECTING YOUR PERSONAL DATA

- 4.1. We collect your Personal Data to:
- 4.1.1. provide you or continue providing you with services we offer;
 - 4.1.2. employ you or in order for you to continue to be in employment with us;
 - 4.1.3. communicate with you on the provision of our services to you or as part of your employment with us;
 - 4.1.4. resolve issues or complaints with your order of our services or relating to your employment with us;
 - 4.1.5. provide you with information about the services we offer or any policies we have or may amend/update that is applicable to your employment with us.

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5. DISCLOSURE OF PERSONAL DATA

- 5.1. Your Personal Data in our database will be safeguarded and will not be used or shared without your consent. It is necessary for us to disclose your Personal Data to the following entities in order for us to continue providing you with our services, or in order for you to continue to be in employment with us:

- 5.1.1. our customers who have subscribed to our services;
- 5.1.2. our outsource service providers to provide specialised services as part of our business, such as external consultants, lawyers, tax agents and auditors;
- 5.1.3. our outsourced human resources services and payroll services, to process information relating to your employment with us and salary payments.

- 5.2. Your Personal Data will not be transferred outside of Malaysia.

- 5.3. Any transfer of Personal Data is encrypted and secured by suitable technical and organizational measures and safety precautions in order to protect your Personal Data from accidental destruction, the accidental loss, unauthorised access and every other form of unlawful processing of your Personal Data. In particular, we comply with security measures indicated in Section 6 below.

6. SECURITY MEASURES

- 6.1. We have in place these security measures to protect your Personal Data:

- 6.1.1. only authorised staff is allowed to access your Personal Data;
- 6.1.2. our system of storing and sharing your Personal Data within our organisation and with third parties mentioned in Section 5.1 above is encrypted and only accessible by our authorised staff with their own credentials;
- 6.1.3. we have in place anti-virus and firewalls to protect your Personal Data against viruses, malware and data corruption;
- 6.1.4. physical data (such as hardcopies of personnel files) is stored in locked rooms and can only be accessed by authorised persons;
- 6.1.5. digital data is protected as described by encryption, multi-factor authentication and other authorisation methods.

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7. RETENTION PERIOD

Generally, Personal Data belonging to you that no longer serves the purposes indicated in this Privacy Notice will be deleted immediately. However, we will retain your Personal Data as long as you are our employee / business associate / customer for six or seven years respectively to the extent that the data is required in order for us to comply with record keeping laws that are applicable to us. If you are no longer our employee / business associate / customer, we will delete all your Personal Data immediately upon such cessation or the expiry of record keeping periods applicable to us.

8. YOUR RIGHTS

8.1. Subject to the law, you may at any time:

- 8.1.1. request for a copy of your Personal Data which we hold;
- 8.1.2. make correction / update your Personal Data. If there are any changes to your Personal Data, you should update us as soon as practicable;
- 8.1.3. limit how we should contact you or what we can send you;
- 8.1.4. limit the processing of your Personal Data or the type of Personal Data we may process; or
- 8.1.5. withdraw your consent for us to process your Personal Data;
- 8.1.6. request that we transmit your Personal Data in our custody or control to another data controller of your choice,

by contacting us in writing directed to our Data Protection Officer at the address set out in Section 9 below.

8.2. Please be informed that if you do limit the processing or withdraw your consent to us processing your Personal Data (especially Mandatory Data), we may not be able to continue to offer to you our services as you require nor continue to employ you as our employee.

8.3. You will not be charged for exercising any of your rights above.

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9. OUR CONTACT DETAILS

- 9.1. If you have any queries, complaints or wish to contact us in relation to your Personal Data, please contact our Data Protection Officer as follows:

Name: LADISLAV POPOVIC

Designation: DIRECTOR

Telephone Number: 03-40650052

Email address: LP@WBPO.MY