



PERSONAL DATA: NOTICE AND CHOICE PRINCIPLES (S.7)

We wish to inform you that Mahkota Technologies Sdn Bhd, its subsidiaries and associated companies ("Mahkota") currently undergoing an exercise of compliance of the requirements and regulations under the **Personal Data Protection Act 2010**. In line with this exercise, we are updating our database on the personal information of all Mahkota's employees.

Your personal information that we previously collected from the below documents:-

1. "Resumes" and the attachments such as any types of certificates,
2. Details provided in the "Application For Employment Form" and/or
3. Personnel Information Form.

Your personal information ("Personal Data") which was disclosed for the purpose of employment or others, without limitation your:

- Name, home address (hometown, local and/or rented address), telephone number, place of birth, contact information including emergency number, next of kin information such as name and contact number, driving license that may be necessary for identification, security and contingency planning purpose;
- Age, gender, NRIC number/Passport number (or its equivalent), bank account number, spouse or partner information, dependant information, health information including but not limited to medical status, medical leave and other information that may be necessary for the administration of payroll, insurance, benefits and any other related issue;
- Education, training, work experience, employment history with or without referee informations, performance evaluations including performance records, promotion, talent planning, attendance record, references and background reports that may be necessary to establish, maintain or terminate the employment relationship;
- 'Sensitive Personal Data' such as marital status, race or ethnic origin, religious or other beliefs, criminal convictions, mental or physical health. Where we need to process such data; we will ensure that there is an appropriate legal reason for doing so, and that you consent to the processing. The only exception is where the processing of the data is necessary for the purpose of performing an obligation in connection with employment, which is imposed by law.
- Other information that may be necessary for legitimate business purposes or as required by applicable legal requirements; and/or
- Any other personal data that you may have provided for the purposes of your employment with Mahkota.



GENERAL PRINCIPLE

Mahkota may transfer, share and disclose your Personal Data to any of Company's business partner local and overseas for business and performance purpose.

Your Personal Data may be disclosed to individual, companies, firm, corporation and government agencies for performance of contract of employment and reasons related thereto which shall include payroll process and statutory contribution, transfer and relocation, statutory requirement, incentive, back ground check, insurance, health, audit, reporting requirements with statutory bodies, tender and project requirements, law enforcement and compliance, judicial or administrative proceedings including the coordination and management of disciplinary actions and related investigations including merger and acquisition exercise. If we are contacted by any organizations or institutions, including banks or advocates and solicitors to verify your employment with us and your Personal Data thereto for commercial purposes, you hereby give consent to us to disclose the same.

Your Personal Data will not be disclosed to other entities except as provided in this Notice unless we are required to do by law or in the context of a merger and acquisition transaction. In the event that we engage external service providers, specific security and confidentiality safeguards have been put in place to ensure your personal data protection rights remain unaffected.

You may request for access to or correction of your Personal Data or limit the processing thereof at any time hereafter by submitting such request in writing to the respective personnel. Any inquiries or complaints with respect to your Personal data should also be channelled to us in this manner.

You represent and warrant that the prior consent of third parties (e.g. referees, family members, beneficiaries and emergency contacts) whose personal data you have provided during the employment application or service with Mahkota are obtained to allow us to do the same.

It is mandatory for you to inform us as soon as possible by filling up the "EMPLOYEE PARTICULARS UPDATE FORM" of any change to your personal details and ensure that it is accurate and up-to-date. The form shall be send to HCD Manager in a sealed envelope.

SCOPE

This notice is applies to all employees, regardless of position, department and location.

EFFECTIVE DATE

This notice is effective on Monday 10th February, 2014.

All consent letter(s) with the relevant form, if any shall be returned to HCD Manager in a sealed envelope latest by Friday 14 February 2014.



ACCESS PRINCIPLE AND CONTACT PERSON

Employees have the right to access/correct his/her Personal Data by filling up the respective form and send to respective personnel either by hand, mail or email at the following information:-

Person in charge : HCD Manager

Address : Wisma Mahkota, Jalan 215 Templer

46050 Petaling Jaya, Selangor Darul Ehsan.

Tel No. : 03-7781 1388 Ext. 199

Email : hcdmanager@mahkotatech.com

1. Employee are responsible for advising the company promptly if any data is inaccurate, any changes in their personal data including the Sensitive Personal Data.
2. Although not mandated by statute, employees are also advised to inform and updates the company of any additional academic or professional qualifications being awarded.

The respective form can be obtained from the above personnel.

SECURITY PRINCIPLE

Mahkota is responsible to take prudent steps to the confidentiality and security of all the Personal Data, including appropriate procedural, technical steps to protect Personal Data from accidental or unlawful destruction or accidental loss, alteration or disclosure. The steps may include entering into written agreement/form with who process Personal Data in accordance with Mahkota instructions and incorporating Mahkota's own Data Protection standards as a minimum.

RETENTION PRINCIPLE

In executing its responsibilities with respect to the confidentiality of Personal Data, Mahkota will limit a number of personnel, appropriate to the sensitive of the information, to protect Personal Data against loss or theft, as well as unauthorised access, disclose, copying, use or modification. Such personnel will include physical and technological measures, for example locked filing cabinet, restricted access to offices, security clearance and limiting access on a "need to know" basis.

DATA INTEGRITY PRINCIPLE

Mahkota strives to maintain complete, current and accurate information about employees. Any inaccurate information shall be corrected as quickly as possible (provided information by employees, vice versa) after notification. Procedures will be maintained to ensure that any reported inaccuracies are promptly and effectively handled and that employees' information remains as accurate, current and

complete as possible.



For resigned employees, Mahkota will maintain all their Personal Data until 6 six years period. Such information must be kept in the office within the place of employment on which the employees are employed. Such information must be available for inspection by the relevant authorities and the employee.

Mahkota will imposed RM5 per/pc if document require include photocopy, image scan or document captured by any electronic device.

For unsuccessful employment candidates, the resume with or without attachment will be kept for 12 months period for potential employment, provided received after 15 November 2013. The previous resume whether in hardcopy and softcopy shall be deleted latest by 15 February 2014.

Failure to provide complete and correct information to Mahkota as required in the form and/or agreement or any addendum, among others may have effect on the :-

1. Payroll;
2. Insurance coverage;
3. Employee appraisal and promotion ;
4. Correspondences and dissemination of information;
5. Loan and/or leaning institution enrolment application; and
6. Others.

