

Personal Data Protection Notice Pursuant to Section 7 of the Personal Data Protection Act 2010

This Personal Data Protection Notice (“**Notice**”) describes how Malaysia Steel Works (KL) Berhad and its group of companies, jointly controlled entities and affiliates (“the Group”) uses your Personal Data. For the purpose of this, “Personal Data” shall have the meaning as ascribed to it under the Personal Data Protection Act 2010 (“Act”). For the purpose of this Personal Data Protection Policy, we shall refer to any of the companies within the Group and “you” shall refer to yourself and such other persons or companies represented by you of which you are providing the Personal Data.

In the event of any conflict between the English and other language versions, the English version shall prevail. The Group shall have the right to modify, update or amend the terms of this Notice at any time by placing the updated Notice in Malaysia Steel Works (KL) Berhad’s website and/or the Group’s registered office. By continuing to communicate with the Group or by continuing to use the Group’s services following the modifications, updates or amendments to this Notice shall signify your acceptance of such modifications, updates or amendments.

Collection of Personal Data

1. Such Personal Data is subject to applicable data protection, privacy and other similar laws and may include information concerning name, age, identity card number, email address, passport number, address, gender, date of birth, photograph, children basic details, marital status, occupation, income range, contact information, email address, employer, race, ethnic origin, nationality and information obtained independently by the Group from other lawful sources.
2. The provision of your Personal Data is voluntary. However, if you do not provide your Personal Data, the Group may not be able to (i) communicate with you; (ii) update you on our latest product; (iii) provide customers/prospective customers with the notices, services and/or products requested; and (iv) provide you the services you require.

Purposes of Processing

3. By providing any of your Personal Data to the Group, you hereby confirm that you have obtained the consent from the persons or companies represented you for you to provide their respective Personal Data to us and you hereby agree that the Group shall collect, retain and use the Personal Data for the following purposes:
 - (a) providing you with services or benefits under any of the Group’s business or policies; and/or
 - (b) processing your application under any of the Group’s programme; and/or

- (c) where relevant, marketing of goods and services and sending any updates, new products, special offers, advertising, promotional material and/or commercial material to you (including emails, short messages services or other means) and/or to be used in, to provide and/or improve the services of the Group, processing invoices and payments (including card payments) and providing other services to enhance and support the relationship of the Group and you and/or such other persons or companies represented by you; and/or
 - (d) conducting research on planning, product, goods, services, security and testing; and/or
 - (e) performing statistical analysis for various objectives in the Group and providing this information within the Group; and/or
 - (f) purposes connected with the operation, administration, development, record-keeping or enhancement of the Group's business including for the purpose of which is relevant to support and/or assist in any of the Group's businesses; and/or
 - (g) purposes connected with the administration, management and/or enforcement of the commercial transaction and for contact and communication with you and/or such other persons or companies as represented by you; and/or
 - (h) where a third party acquires or wishes to acquire, or makes inquiries in relation to acquiring, an interest in any company within the Group; and/or
 - (i) where a third party requires, in order for such third party to perform functions or services as required by the Group; and/or
 - (j) enabling the Group or where a third party required in order for such third party to perform functions or obligations as required under the laws, rules, regulations, by laws and/or guidelines (whether or not having the force of law) or as required by any governmental and/or non-governmental authorities, agencies or departments or a third party requires in order to ensure compliance with agreement(s) or document(s); and/or
 - (k) where a third party requires, in order for purposes of preparation and submission of any claims or payments to any party or for any audit/checks by any party for whatever purpose related to the Group's business; and/or
 - (l) purposes connected with the enforcement of the Group's rights pursuant to any letter, agreement and/or document including seeking legal and financial advice, taking any preliminary steps or commencing any legal action.
4. In addition, the Group may use and process your Personal Data for the purposes relating to the services you have requested and for the business activities of the Group which shall include, without limitation:-
- (a) to communicate with you;

- (b) to respond to questions and comments from you;
- (c) for internal administrative purposes;
- (d) credit assessments and other background checks of users as we may determine to be necessary or appropriate;
- (e) to provide information to regulatory and governmental authorities in order to comply with statutory and government requirements;
- (f) for the Group to comply with its obligations under law;
- (g) to send as potential customers/clients who request for referees of past work in Requests for Proposals, tenders, submissions;

and you agree and consent to the Group using and processing your Personal Data in the manner as identified in this Notice.

Other purposes

5. The Group may also use and process your data for other purposes such as:-

- (a) to send you materials such as newsletters, articles, write-ups as well as other updates; and
- (b) to distribute information or details of events, seminars, conferences and talks which may of interest to you;

by way of email or mail.

If you do not consent to the Group processing your Personal Data for the purposes listed in Section 5, please notify the Group using the contact details stated in Section 9 below.

Transfer of Personal Data

6. You further agree that the Group may disclose and transfer (whether in Malaysia or abroad) amongst any company within the Group and/or to third parties including but not limited to the Group's agents, consultants, solicitors, auditors, employers, contractors, sub-contractors, suppliers, partners, joint venture partners, advertisers, purchasers, network operators, associated companies, any relevant authorities, embassies, statutory bodies, regulatory bodies, industry regulators, organisations or any relevant financial institutions, professional advisers, any other persons under a duty of confidentiality to the Group or any company within the Group, any of the companies within the Group, actual or proposed assignees or transferees or buyers of any of rights/businesses/assets of the companies within the Group, third party service providers for the Group's operational, administration and development requirements and to organizations who provide archival, auditing, professional advisory, debt collection, insurance, banking, marketing, advertising, mailhouse, delivery, recruitment, call centre, technology, research, utility and security services to use, disclose, hold, process, retain or transfer such Personal Data for the purposes stated in Section 4 and 5 above for and on behalf of Group.

Disclosure to Third Parties

7. The Group may engage other companies, service providers or individuals to perform functions on the Group's behalf, and consequently may provide access or disclose to your Personal Data to the third parties such as those listed below (not exhaustive):
 - (a) information technology (IT) service providers;
 - (b) data entry service providers;
 - (c) storage facility providers;
 - (d) banks and financial institutions;
 - (e) insurance providers;
 - (f) any professional advisors and external auditors;
 - (g) regulatory and governmental authorities in order to comply with statutory and government requirements.

Safeguard

8. We shall keep and process your data in a secure manner. We endeavour, where applicable, 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.

Access & Correction Requests and Inquiries

9. Subject to any exceptions under applicable laws, you may at any time hereafter request for access to, or for correction or rectification of your Personal Data or limit the processing of your Personal Data, or seek further information from The Group by contacting:-

Human Resource Department

29C, Off Jalan Tandang, Section 51, 46050 Petaling Jaya, Selangor Darul

Ehsan Email: hr@masteel.com.my

10. In respect of your right to access and/or correct your Personal Data, the Group has the right to refuse the your requests to access and/or make any correction to your Personal Data for the reasons permitted under law, such as where the expense of providing access to you is disproportionate to the risks to your privacy.

Changes to Personal Data Protection Policy

11. The Group reserves the right to amend this Personal Data Protection Policy from time to time without prior notice. The Group advises that you check this Personal Data Protection Policy on a regular basis.

Updated on 2 September 2016