



## NOTICE TO EMPLOYEES AND PROSPECTIVE EMPLOYEES PURSUANT TO THE PERSONAL DATA PROTECTION ACT 2010 ("Notice")

The Personal Data Protection Act 2010 (hereinafter referred to as the "Act"), which regulates the processing of personal data in respect of commercial transactions, applies to **METROD GROUP** (hereinafter referred to as "our", "us" or "we") as a data user.

For the purpose of this notice:

"Metrod Group" means Metrod Holdings Berhad and its Affiliates. The expression may, where the context permits, refer to any one of the entities comprised in the Metrod Group;

"Affiliates" means any firm, company, corporation or other organisation which is directly or indirectly controlled by Metrod Holdings Berhad and where the term "control" when used with respect to any organisation means the possession, directly or indirectly, of power to direct or cause the direction of the management and policies of such organisation, whether through the ownership of shares or by contract or otherwise.

Other expressions used herein shall have the meanings ascribed to them in the Act.

1. This Notice is issued to you as our employees or prospective employees with regards to our processing of your personal data.
2. The personal data that we process or may process in relation to you may include information on your name, address, contact details, resume, details of birth, education background, employment history, referees and results of employment checks (including background, credit and references checks), copies and other details of identification documents, marital status, racial or ethnic origin, physical or mental health or medical condition(s), commission or alleged commission of any offence or proceedings for any offence committed or alleged to have been committed including past misconduct, the disposal of such proceedings or the sentence of any court in such proceedings and information captured on security systems (including voice, video, Close Circuit Television (CCTV) and security recordings). You may also be required to provide us with your personal financial and social security details, your family or relatives' personal and financial details, your emergency contact details and details of directorship or shareholding.
3. We may process your personal data, including any additional information you may subsequently provide to us, for the purposes of the contract of service or contract for service or such other contract as may have been entered into between you and us or for the purpose of your employment.

4. In addition to the above, the personal data and the other information collected from you or any recruitment agency, including any information that you subsequently provide may be used and processed by us for the following purposes:-

- 4.1. processing employment applications including pre-employment checks;
- 4.2. determining and reviewing salaries, incentives, bonuses and other benefits;
- 4.3. consideration for promotion, career development, training, secondment or transfer, performance monitoring, health and safety administration and security and access control;
- 4.4. monitoring compliance with our internal rules and policies and adherence to our Business Conduct Guidelines;
- 4.5. complying with the compliance and disclosure requirements of any and all governmental and/or quasi-governmental departments and/or agencies, regulatory and/or statutory bodies (e.g. Inland Revenue Board, the Employees' Provident Fund Board, the Social Security Organisation and Bank Negara Malaysia);
- 4.6. to enforce our rights under employment law or any other applicable laws to defend our rights under the law including but not limited to any disciplinary action or actions relating to the termination of employment; and
- 4.7. any other purposes relating thereto.

5. Except where we specifically inform you otherwise, provision of personal data is obligatory. Employees and prospective employees ought to be aware that failure to supply such data which is obligatory will result in us being unable to process employment applications, or affect our ability to perform our obligations under any potential or existing employment contract and/or your ability to enjoy the benefits of your employment with us.

6. We collect your personal data from information provided by you or from any recruitment agency when you applied for a position in our company or from information obtained independently by us from other lawful sources such as third party reference checks or background or credit checks at any registered credit reporting agency. If an application for employment is successful, personal data about employees (including sensitive personal data) may also be collected from employees during the period of their employment with us and from other sources such as any credit reporting agency, regulatory authorities, central depository or depository agent in relation to the securities industry.

7. Personal data held by us relating to employees and prospective employees will be kept confidential but we may provide such information to the following parties, whether within or outside Malaysia, for the purposes as set out in paragraph 4 above (which parties may also subsequently process, transfer and disclose such data for the purposes set out in paragraph 4):-

- 7.1 any agent, contractor, service provider, any professional adviser or third party who provides administrative, telecommunications, human resources management or administrative services (including but not limited to performance of pre-employment or background checks, payroll administration, safety and provision or administration of benefits entitled to by employees) or any other service to the Metrod Group;

- 7.2. any other person under a duty of confidentiality to the Metrod Group which has undertaken to keep such information confidential;
- 7.3. persons seeking employee references in respect of employees;
- 7.4. any person to whom the Metrod Group is under an obligation to make disclosure under the requirements of any law binding on the Metrod Group or under or for the purposes of any guidelines or regulations issued by regulatory or other authorities with which the Metrod Group are expected to comply;
- 7.5. any entity within Metrod Group;
- 7.6. any court and/or officer of the court;
- 7.7. any healthcare professional or hospital;
- 7.8. our auditors;
- 7.9. our lawyers and compliance professionals; and
- 7.10. our banks.

8. You may request for access and/or correction of your personal data and/or to limit the processing of your personal data, or make any enquiries or complaints in respect of your personal data, by contacting our data protection officer at our office address, details as follows:-

No.3 Lengkok Keluli 2, Bukit Raja Prime Industrial Park, 41720 Klang, Selangor.  
Telephone No.: 03 33413422 Email: [finance@metro.com](mailto:finance@metro.com)

9. Any request for access and/or correction shall be made in writing to us in such format and with such information as we may reasonably require. Pursuant to the Act, we may refuse to comply with your request for access or correction to your personal data and if we refuse to comply with such request, we will inform you of our refusal and the reason for our refusal within 21 days.

10. We reserve the right to amend this Notice at any time and will ensure that a notice of such amendments will be made available to you through circular or through any other mode we view appropriate and suitable.

11. You are advised to initiate the review of your Personal Data. Upon receipt of your written requests for correction of your Personal Data, we will take reasonable steps to rectify Personal Data which is inaccurate, incomplete and not up-to-date unless we consider there are justifications for refusing to comply with your requests.

12. If you give us personal data or information about another person, you must first confirm that he/she has appointed you to act for him/her, to consent to the processing of his/her personal data and to receive on his/her behalf any data protection notices.

13. Any personal data supplied by you will be retained by us as long as necessary for the fulfilment of the purposes set out in this Notice or as is required to satisfy any legal, regulatory and/or accounting requirements.

14. Your continued employment with us is deemed consent for us to collect, process, and deal with your personal data. Failure to consent to our collecting, processing and dealing with your personal data may result in our inability to perform our obligations under any potential or existing employment contract or your ability to enjoy the benefits of your employment with us.

15. This Notice is issued in both the English and Malay languages. In the event of any inconsistency between these two versions, the English version shall prevail.

Regards



**Sajni Dharamdass**  
**Human Resource Manager**

Dated: 14<sup>th</sup> July 2015