



## **METROD HOLDINGS BERHAD DATA PRIVACY NOTICE**

The Personal Data Protection Act 2010 (“PDPA”) 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” or “Metrod” 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.
- “Personal Data” means any information in respect of commercial transactions, that related directly or indirectly to an individual who is identified or identifiable from that information or from that and other information in the possession of a data user, including any sensitive personal data and expression of opinion about the data subject.
- “Data subject” means an individual who is the subject of the Personal Data;
- The expression “you”, “yours” or any other words or expression of similar nature shall mean a customer, visitor, vendor, supplier or contractor.
- The expression “we”, “ours”, “us”, or any expression of similar nature shall mean any entities comprised in Metrod Group.
- “Processing” means collecting, recording, holding or storing your personal data or carrying out any operations on the personal data including organization, adaptation, alteration retrieval, consultation, use disclosure of personal data by transmission, transfer, dissemination or otherwise making available alignment, combination, correction, erasure or destruction of personal data.

This Notice is issued to all existing and prospective customers, visitors, suppliers, vendors, transporters and contractors.

### **What data we collect and why**

The Personal Data we process or may process may among other things include details of your full name, identification card number, driving license number, telephone number, address, name of company that you are working for.

By providing any of your Personal Data to us, you hereby agree that we may process your Personal Data for any of the following purposes:

- a. Provide you or your business with supply of goods or services;
- b. Communicate and liaise with you or your business;
- c. Response to queries or request submitted by you or your business;
- d. Process or consider applications submitted by you or your business;
- e. Administer or otherwise carry out our obligations in relation to any agreement that you or your business have with us;
- f. Anticipate and resolve problems with any goods or services supplied to you or your business;
- g. Comply with audit, security, compliance and risk management purposes;

### **Why provision of personal data is obligatory on you**

Unless we specifically inform you otherwise, provision of Personal Data is obligatory. Please note that in the event you refuse to provide your Personal Data to us or the Personal Data provided to us is not sufficient or is not satisfactory to us, we may not be able to accept or act upon any of your request to us or to provide the services and/or perform our obligations under any potential or existing contract with you.

### **Sources of Personal Data**

We collect Personal Data from information provided directly by you being our existing or prospective customer, visitor, vendor, supplier, transporter or contractor or collected by us from third party sources.

### **Third parties whom we may disclose Personal Data**

Your Personal Data will be kept confidential but we may provide such information to the following persons :

- Government and regulatory authorities and other organizations, as required or authorized by law
- Any professional advisors including auditors, legal advisors, consultants or other professional service providers appointed in relation to our business;
- Any Service providers to perform functions on our behalf;

### **Retention of personal data**

Your Personal Data provided to us will be retained by us for so long as it is necessary for the fulfillment of the purposes stated above or as it is required to satisfy any legal, regulatory and/or accounting requirements or to protect Metrod's interest.

## **Right of access and correction to Personal Data**

You have the right to request for access to your Personal Data held by us and you may request us to correct any of your Personal Data that is inaccurate, misleading, incomplete or out-of-date. Any request of access or correction may subject to the payment of a fee and shall be made in writing to us in such format and with such information as we may reasonably require. Metrod may decline to process any of your request in the circumstances as permitted by law. Any such request is to be made to our Data Protection Officer, details as provided below:

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

## **Enquiries about Personal Data**

In case of enquiries or complaints in respect of your Personal Data , you may contact our Data Protection Officer, details as provided above.

## **Change to this Privacy Notice**

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.

## **Third Party Personal Data**

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.

## **Language**

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.

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