

## **PRIVACY NOTICE FOR JOB APPLICANT AND PERSONNEL**

### **1. Introduction**

- 1.1 We, PLUS Malaysia Berhad (Company No. 201001039714 (923639-A)), our subsidiaries and associate companies (collectively hereinafter referred to as, “PLUS”, “we”, “us” or “our”) respect the right of the data subject (hereinafter referred to as, “you” or “your”) to privacy and we respect all personal information you provide to us.
- 1.2 We are committed to protecting all personal information kept by us. PLUS is bound by the Personal Data Protection Act 2010 (“PDPA”) and all other applicable law in Malaysia in respect of privacy protection which set out a number of principles concerning Personal Information and consumer protection in Malaysia.
- 1.3 You are obligated to read our full Privacy Policy every time before providing us with your Personal Data. By providing PLUS with your Personal Data, you are hereby giving consent for us to collect, use and process your Personal Data.
- 1.4 You hereby understand and consent that your Personal Data may be transferred to, stored, used and processed in a jurisdiction other than Malaysia, as indicated in this Privacy Notice or where our servers are located outside of Malaysia.
- 1.5 Unless stated otherwise, the definition of wordings under this Privacy Notice for job applicant and personnel shall follow the definition provided under the Privacy Policy.

### **2 Types of Data Collected**

- 2.1 Throughout the course of your job application and employment, we may collect the following Personal Data: -
  - name;
  - date of birth;
  - age;
  - nationality;
  - country, state and city that you are living in;
  - photograph;
  - religion;
  - race;
  - gender;
  - marital status;
  - family details;

- identity card / passport no.;
- contact details such as mobile phone, address and email;
- medical records;
- relationship status;
- education background;
- monthly expenses such as utility bills, bank loans, credit card debts and insurances;
- details on source of income including spouse; and
- work experience.

2.2 We may also obtain your personal information from publicly available information systems and reporting agencies in connection with your employment.

2.3 Unless stated otherwise, your information is necessary to us. If you do not provide all the information requested herein, we may not be able to offer you employment.

2.4 The types of data collected stated in Paragraph 2.1 above is non-exhaustive and may vary as deemed necessary by PLUS.

### **3 Sensitive Personal Data**

3.1 Where required under the Malaysian laws, PLUS will obtain consent from you before we process your sensitive personal information.

3.2 PLUS will process personal information or sensitive personal information without your consent only in those limited circumstances as permitted by the Malaysian laws.

### **4 Source of Data**

4.1 In addition to the Personal Data you provide to us directly, we may collect your Personal Data from a variety of sources such as: -

- when you fill up PLUS application forms, registration forms or other forms;
- when you provide PLUS with any inquiries, feedbacks, complaints or claims;
- from publicly available sources such as directories;
- from your interaction with PLUS on our social media pages, such as following, commenting, liking or messaging us on such pages;
- when you interact and communicate with us at any events, ~~or~~ activities or correspondences;
- when you enter contests and any surveys organized by us;
- from our various entities or divisions as well as our related, associated or affiliated companies (this includes entities within the PLUS Group of

Companies);

- by visiting, interacting and communicating with us and using our services on our online platform, your Personal Data may also be collected from cookies, web beacons, GPS and other technical methods which may involve the transmission of Personal Data either directly to us or to another Authorised Third-Party to collect information on our behalf used on the online platform.

4.2 Our online platform may be linked to Third-Party Sites. This Privacy Notice does not apply to such Third-Party Sites as those sites are outside of our control. If you choose to access Third-Party Sites using the links provided, the operators of these sites may collect your personal information. You are obligated to read and consent to the privacy policies of these Third-Party Sites before submitting any personal information. We shall not be held responsible legally or otherwise for the activities, privacy policies or levels of privacy compliance of these Third-Party Sites.

## **5 Data Usage Purpose**

5.1 Throughout the course of your job application and employment, we may process your Personal Data for the following purposes:-

- to assess and process your application;
- to perform recruitment process;
- to carry out character assessment / credit checks;
- to assess your suitability for employment with us;
- for administration and management purposes;
- to process and investigate any claims made by you;
- for promotional purpose of products or services by PLUS;
- to process participation in any events, activities, contests, promotions, polls or surveys organised by PLUS;
- to carry out statistical analysis;
- to comply with legal or regulatory requirements or as authorized by legal or regulatory requirements both within and outside of Malaysia;
- for annual reports and company profile;
- human resource and personnel management such as employment related matters, performance, benefits and payroll etc.;
- for business proposals and as required to conduct business activities;
- for purposes of detection, prevention and prosecution of crime whether within or outside of Malaysia; and
- for such other purposes which you have consented.

Unless stated otherwise, your information is necessary to us. If you do not provide all the information requested herein, we may not be able to offer you with employment.

5.2 If you do not consent to us processing your Personal Data for the Purposes stated in Paragraph 5.1 above, please notify us using the Contact Details stated in Paragraph 12 below.

## **6 Disclosure of Personal Data**

6.1 If you are applying for a position in one of the companies within PLUS Group of Companies, your information will be passed to that company. Nevertheless, your information will be processed by PLUS Malaysia Berhad (“PMB”) as the PLUS Group of Companies centralises its human resource functions and roles to PMB.

6.2 Your information will also be disclosed to other entities within PLUS Group of Companies for the purpose of benefits computation or streamlining of perks and benefits of all the Personnel of PLUS Group of Companies.

6.3 We may also disclose your information to our Authorised Third-Party providing services relating to the purposes of which the Personal Data is collected. If you are employed by PMB or any of the members of the PLUS Group of Companies, we will disclose your information to organisations which provide and administer training and talent development, and Personnel benefits, such as medical benefits, subsidies, insurance schemes, pension schemes and employee share schemes (if any).

6.4 We may disclose your personal information if required to do so by law or in good faith, if such action is necessary to:-

- comply with any law requirement from Government bodies, regulatory bodies, law enforcement agencies, court orders or legal process; or
- protect and defend the rights or property of the PLUS Group of Companies and their users.

6.5 We might sell or buy companies, subsidiaries, or business units as we continue to develop our business. In such transactions, your information may be disclosed to third parties involved in the transactions. If you are to be placed in another entity, your information will be transferred to that entity.

## **7 Rights and Choices**

7.1 If you would like to may make any inquiries, complaints, access or correction requests or request for us to limit the processing of your Personal Data relating to the Data Usage Purpose as provided under Paragraph 5 above, please contact us using the Contact Details in Paragraph 12 below.

7.2 We reserve the right to impose a fee for access of your Personal Data in the amounts as permitted under law. In respect of your right to access and/or correct your

Personal Data, we have the right to refuse your request 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 or another person's privacy.

- 7.3 Where you elect to limit our right to process your Personal Data, you may contact us in writing at our email address in Paragraph 12 below.
- 7.4 If you do not wish for your Personal Data to be collected via cookies on the online platform, you may deactivate cookies by adjusting your internet browser settings to disable, block or deactivate cookies, by deleting your browsing history and clearing the cache from your internet browser.
- 7.5 For Job Applicants, we will not provide you with the information of other person, including but not limited to the assessments and/or views of our interviewers or assessors of you.

## **8 Personal Data from Minor and Other Person**

- 8.1 In the event Personal Data of minors (individuals under eighteen (18) years of age) is provided to us, you, as their parent or legal guardian hereby consent to the processing of the minor's Personal Data and personally accept and agree to be bound by this Privacy Notice and take responsibility for his/her actions.
- 8.2 In some circumstances you may have provided Personal Data relating to other persons such as your spouse, family members or friends and in such circumstances you represent and warrant that you are authorised to provide their Personal Data to us and you have obtained their consent for their Personal Data to be processed and used in the manner as set forth in this Privacy Notice.

## **9 Retention and Disposal of Personal Data**

- 9.1 Your information will be kept for a reasonable period in accordance with the data protection laws in Malaysia as follows:
  - successful applicants  
If you are successful in your application, we will keep your information in accordance with our retention period.
  - unsuccessful applicants  
If your application is unsuccessful, we will keep your information for a period allowed under the law unless you request that it be deleted from our recruitment system.

9.2 Where the Personal Data is no longer necessary, such Personal Data will be disposed according to PLUS's data disposal related policy and procedure unless the laws in Malaysia requires it to be archived in the public interest.

## **10 Data Security**

We ensure the security of Personal Data as follows:

- sufficient security control system by combining electronical and physical access control, firewall technology and other reasonable security steps to protect the security and privacy of your Personal Data;
- our Personnel only have access to your Personal Data on a “need to know” basis; and
- our Authorised Third-Party has put in place the appropriate security measures as per our contract with them.

## **11 Further Amendments and Conflict**

11.1 We reserve the right to update and/or amend this Privacy Notice. As such, you are expected to read this Privacy Notice each time you wish to provide your Personal Data to PLUS.

11.2 If you continue to provide us with your Personal Data in any form e.g. email, phone call, letter etc., you shall be deemed to have accepted such changes in our Privacy notice.

11.3 In the event of any conflict between the English and other language versions, the English version shall prevail.

## **12 Contact Details**

If you would like to make any inquiries, complaints, access or correction requests or request for us to limit the processing of your Personal Data relating to the Data Usage Purpose as provided under Paragraph 5 above, please contact us at:

Head of Compliance & Assurance  
Email to: [compliance@plus.com.my](mailto:compliance@plus.com.my)