

## PERSONAL DATA PROTECTION ACT 2010

### NOTICE & CHOICE

The Personal Data Protection Act 2010 came into effect on 15<sup>th</sup> November 2013. This Act is to regulate the processing of personal data of individuals involved in commercial transactions by data users so as to provide protection to the individual's personal data.

Pursuant to the Act, please be informed that :

i. Personal data to be processed includes the following but not limited to :

- |   |  |
|---|--|
| - Name  | - Driving License  |
| - NRIC Number   | - Hobbies  |
| - Permanent/Correspondent Address   | - Computer Skills  |
| - Foreign Permanent Address &<br>Telephone Number (for non-local citizen) | - Academic Achievement   |
| - Telephone Number (Home)   | - Family Particulars   |
| - Telephone Number (Office)   | - Employment History   |
| - Mobile Number   | - Language and Dialect Proficiency   |
| - Email   | - Character Referees   |
| - Date PR Obtained (if applicable)  | - Physical Impairment/Disease/<br>Serious Illness  |
| - Date of Birth   | - Criminal Conviction/Criminal<br>Offence/ Pending Court Case/<br>Police or Government Detention |
| - Age   | - Relatives/Friends working with<br>YHS or Far East Organization                                 |
| - Sex   | - Current Bond/Loan  |
| - Marital Status  | - Bankruptcy Details/History   |
| - Religion  |  |
| - Ethnic Group  |  |
| - Dialect   |  |
| - Nationality   |  |

ii. The Company processes the personal data for the purpose of performing the contract of employment and also performing potential contract of employment.

iii. The sources of the personal data may include any of the following but not limited to :

- Resume
- Application Form
- Personal Particulars Form
- Related Certificates
- Past Training Certificates
- Reference Checks / Verification Source (personal or private)

iv. You may request to access and update the data by completing the Request Form to Access &/Or Update Personal Data'. You may obtain the Form and direct your request to the Compensation & Benefits Manager or Plant HR Head at the following contact addresses :

<u>Plant</u>	<u>Tel. No.</u>	<u>Fax No.</u>	<u>Email Address</u>
Petaling Jaya	03-77873711	03-77843752	<a href="mailto:VannessTayLaiMun@yeos.com">VannessTayLaiMun@yeos.com</a>
Shah Alam	03-55228016	03-55100625	<a href="mailto:ChaiYongYeo@yeos.com">ChaiYongYeo@yeos.com</a>
Johor Bahru	07-3541078	07-3544349	<a href="mailto:SuzanaZainalAbidin@yeos.com">SuzanaZainalAbidin@yeos.com</a>
Ipoh	05-5260133	05-5264984	<a href="mailto:Rozina@yeos.com">Rozina@yeos.com</a>

*Note : The email address may change according to the person holding the office.*

The Company, however, reserves the right to decline/refuse the request to access and/or update based on grounds provided under the Act.

v. Personal data held by the Company will be kept confidential. However, the Company may provide or disclose such information to the following parties (whether within or outside Malaysia) but not limited to :

- Any banking or financial institution granting or intending to grant any facilities. e.g. facilitate the payment of salary
- Any relevant agent, contractor or third party service provider who provides administrative, telecommunications, computer, payment, clearing, management, audit or other services to the Company
- Lawyers, auditors, tax advisors and other professional advisors which is restricted to the performance of contract of employment

- Any insurance company / takaful operators and any association of federation of insurance companies/ takaful operators.
  - Any person or entity by whom the Company is required by applicable legal, governmental or regulatory requirements to make disclosure.
  - Any other outsourced parties that the company may enter into a contract with in order to perform the contract of employment
- vi. You may exercise your option to limit processing of such personal data should this data be used other than for the performance of employment contract. In any event, the Company hereby confirms that all the personal data are only processed for the performance of employment contract.
- vii. All personal data requested for are mandatory.
- viii. The Company reserves the right to review and/or amend this Notice from time to time and will communicate such changes along with the updated Policy on the Company's website, and/or other appropriate communication means as may be determined by the Company.
- ix. Nothing in this Notice shall limit the rights of the Company and employees under the Personal Data Protection Act 2010.