



## CINCARIA PRIVACY POLICY

### COMPLYING WITH PDPA: PROTECTION OF PERSONAL DATA

The Personal Data Protection Act 2010 was introduced by the Government to regulate the processing of personal data in commercial transactions. The Act, which applies to all companies and firms that are established in Malaysia, requires us to inform you of your rights in respect of your personal data that is being processed or that is to be collected and further processed by us and the purposes for the data processing. The Act also requires us to obtain your consent to the processing of your personal data.

#### 1. Statement

The following statement explains Cincaria Sdn. Bhd.'s Privacy Policy ("**this Policy**") regarding the personal information collected by Cincaria Sdn. Bhd. ("**CSB**") about you. Upon hiring as an employee or industrial trainee and from time to time, you will be asked to submit personal information about yourself (eg: updated address and email address etc.). By providing Cincaria with your details in the fields requested, you enable CSB to have up to date information in case we require contacting you and providing the correct information to the bank that processes your salary or fee, Department of Labour, Inland Revenue Board (IRB), Employees' Provident Fund (EPF), Social Security Organisation (SOCSCO), Human Resources Development Fund (HRDF), training providers, customs, immigration and other relevant bodies. We will treat such personal information in accordance with this Policy. This privacy policy covers CSB and its website [www.cincaria.com.my](http://www.cincaria.com.my).

#### 2. The type of information we collect & use

Consequently, please be informed that the personal data and other information (collectively, "**Personal Data**") provided in your Resume (whether uploaded via our website, email or snail mail), Job Application Form, Non-Disclosure Agreement Form, Company Handbook, Leave Application Form, Beneficiary Form, Performance Appraisal, Job Transfer Application Form, Personal Particulars Form, New Bank Account Application Form, Application of EPF Account, and any other forms related to you providing your Personal Data to us may be used and processed by CSB for the following purposes:-

- 1) Assessing your application as a potential employee or industrial trainee of CSB
- 2) Hiring you as an employee or industrial trainee of CSB.
- 3) Registering you as an employee or industrial trainee of CSB
- 4) Payroll or fee payment purposes
- 5) Payment to the Inland Revenue Board (taxes), Employees' Provident Fund, SOCSCO and Human Resources Development Fund
- 6) Data required to be provided when audits conducted by IRB, EPF, SOCSCO, HRDF, Customs, Immigration, DOSH and other relevant bodies and for confirmation of attendance.
- 7) Registering for trainings using HRDF
- 8) Providing your information during registration or renewal of insurance policies (Hospitalization & surgery, personal accident, travel insurance & etc.)
- 9) Other legitimate business activities of CSB
- 10) Such other purposes as set out in your appointment or acceptance letter
- 11) Data to be sent to the labor office or lawyer should there be a breach.



By submitting your information, you consent to the use of your Personal Data provided to CSB, in the manner as set out in this Policy.

### **3. Disclosure of your Personal Information**

CSB will not sell or rent your Personal Data to irrelevant third parties. CSB will not disclose personal information about you to any irrelevant third party without your consent.

Without limiting the above, CSB may disclose your personal information about you, for accounting or reporting purposes, subject to the terms of this Policy. Your Personal Data will not be knowingly transferred to any place outside Malaysia or be knowingly disclosed to any third party. If such a situation occurs, we will request for your consent prior transferring it.

CSB maintains your Personal Data in our business records while you are an employee or industrial trainee to CSB. In order to process your Personal Data, your consent is required. In most instances, it is necessary for us to process your Personal Data in order to provide Company registration as an employee or trainee, the bank for your salary or allowance processing, IRB for monthly tax payment, EPF, SOCSO and HRDF for monthly payments. However, you may limit the processing of your Personal Data by writing in to the Human Resources Manager.

You may inform in writing if you would like to withdraw your consent of CSB processing your personal data. It is your choice to provide your data to CSB. However, failure to disclose your full name, bank account, EPF, IC, contact number and IRB details may result in failure for the company to perform its duties as an employer for your consequence or any compounds served to the company on behalf of failure to contribute on your behalf will be served to you.

Kindly be informed that CSB will continue to process your Personal Data in accordance with this Privacy Notice unless we hear otherwise from you. You may exercise your rights in respect of your Personal Data in the manner described above.

### **4. Retention Principle**

We also maintain this information for a period of time after you are no longer an employee or industrial trainee if the information is necessary for the Purposes for which it was collected or to satisfy legal requirements.

Health Records – 30 years based on OSH acts

EPF & SOCSO – 7 years

IRB – 6 years

Unsuccessful applicant's data will be deleted by 14 days. Those who resigned will be kept for 24 months. Kindly take note the retention period may be amended in accordance to the update of the law.

### **5. Accuracy of Information and Data Integrity**

You are responsible for informing us about changes to your Personal information and for ensuring that such information is accurate and current. You may request for the "Particulars Form" from the Human Resources Personnel to update your information or to make any correction of your personal data. You



possess the right to request access to your data by writing to HR Department. This process will take 7 days for processing. You may contact HR Department (211/213) if you have any inquiries or complaints in respect to it.

## **6. Sensitive Personal Data**

Prior explicit consent will be asked if Sensitive Personal Data is required. Sensitive Personal Data such as physical or mental health condition, political opinions, religious or other beliefs, the commission or alleged commission of any offense and any other personal data that the Minister may gazette from time to time.

## **7. Consent**

CSB will request a consent from you if it is required to process your information for non-employment related purposes.

## **8. Security**

CSB has implemented security, rules and technical measures to protect your information from unauthorised access, improper use or disclosure, unauthorised modification, unlawful destruction or accidental loss. All our data processors, which have access to and are associated with the processing of personal information, are obliged to respect the confidentiality of your information.

Personal Data that is provided to CSB will be stored in secured, dedicated and confidential databases. Only authorized people with user ID and password from CSB have access to the information. Access will be given to CSB's computerized data to an authorized officer.

We reserve the right to amend this Privacy Policy from time to time without prior notice. This Privacy Notice may be amended from time to time and would be in effect on the date as determined by CSB. Any amendment to this Privacy Notice shall be published via hard copy or whichever medium CSB deems fit. Your continued employment or term of CSB shall be deemed to be your agreement to the said amendment of this Privacy Policy.

Please contact the Human Resources Personnel should you have any queries:

Cincaria Sdn. Bhd.,  
Block 1 & 2, Wisma Bluemetal,  
106 & 108, Lintang Kampung Jawa,  
11900 Bayan Lepas,  
Pulau Pinang.  
**Tel: 04-2221222**

Thank you.

CINCARIA SDN BHD  
Marco Wong  
Chief Executive Officer