

# PERSONAL DATA PROTECTION POLICY (“PDPA POLICY”)



## 1. Introduction

MKA Group of Companies (“the Group”) is committed to protecting the privacy and confidentiality of personal data of individuals dealing with the Group in accordance with the personal data protection principles as promulgated by the Personal Data Protection Act 2010 (“PDPA”).

This Policy outlines how the Group collects, uses, discloses, and safeguards personal data in the course of its business operations. Personal Data of data subject will be processed based on the 7 principles of Data Protection:

- a. General Principle
- b. Notice and Choice Principle
- c. Disclosure Principle
- d. Security Principle
- e. Retention Principle
- f. Data Integrity Principle
- g. Access Principle

## 2. Purpose

The purpose of this Policy is to ensure compliance with PDPA 2010 and to inform individuals dealing with the Group on the types of personal data collected, purpose of collection and how the Group processes and safeguards the confidentiality of the personal data. This Policy will also outline the rights of individuals whose personal data are being collected, processed and retained by the Group.

## 3. Scope

This Policy applies to employees, customers, suppliers, business associates, contractors, consultants and any individual whose personal data are being collected, processed and retained by the Group.

#### **4. Definition of Personal Data**

Personal Data has been defined under PDPA as any personal information in respect of commercial transactions that relates directly or indirectly to a data subject being an individual, who is identified or identifiable from that information. Non-exhaustive examples of Personal Data includes, name, identity card /passport number, contact details such as correspondence address, handphone number and email address, details of family members, bank account details, social security number and employment details. This includes any image of the data subject such as photographs and CCTV recordings.

#### **5. General Principle**

The Group collects personal data from the data subject only for the purpose of furtherance of any legitimate business or contractual relationship with the Group. The Group shall obtain the prior consent of the data subject for the collection and processing of personal data for the aforesaid purposes only.

#### **6. Notice and Choice Principle**

The data subject shall be informed as to the purpose of collection and necessity of processing of the personal data by the Group.

#### **7. Disclosure Principle**

The data subject will be informed as to the relevant parties disclosure of their personal data will be made to such as Governmental/Statutory/Regulatory/Enforcement authorities, bankers, insurers, service providers, external auditors, legal advisors, consultants and business associates which is necessary for the furtherance of their employment or business dealings with the Group,

#### **8. Security Principle**

The Group shall take appropriate administrative, technical, and physical measures to ensure the personal data being processed are secure, not modified, misused or leaked to unauthorized parties.

#### **9. Retention Principle**

Personal data shall not be retained longer than necessary and only for the duration it is necessary to achieve the purpose of processing the personal data.

## **10. Data Integrity Principle**

The Group shall ensure that all personal data collected is accurate, complete, and up to date. Data subjects are encouraged to notify the Company of any changes to their personal data.

## **11. Access Principle**

Data subject shall be granted access to their personal data and may request for any updating or correction of the personal data to ensure the it is accurate, current and free of errors.

## **12. Updates to the Policy**

The Group reserves the right to amend or update this Policy periodically to ensure continued compliance with applicable laws and best practices. The latest version will be available on the Group's website or upon request.

## **13. Contact Information**

For any inquiries or requests relating to personal data, please contact:

Head of Legal & Compliance  
MKA Group of Companies  
No. 40, Jalan TPP 5,  
Taman Perindustrian Putra  
47130 Puchong, Selangor.  
Tel: 03-50335833

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