

## **SRKK GROUP PERSONAL DATA PROTECTION (PDPA) POLICY**

This Personal Data Protection Notice (“Notice”) describes how SRKK Group and its subsidiaries (hereinafter collectively referred to as “SRKK”, “our”, “us” or “we”) use and handle your personal data in accordance with the Malaysian Personal Data Protection Act 2010.

### **1. PERSONAL DATA**

Personal data means any information which relates to you, from which you are identifiable, including but not limited, to the following:

- a) Personal details such as name, identity card or passport number, gender, race, nationality, date of birth or age, marital status, occupation, photo, credit card number, assets, financial and banking details;
- b) Contact details such as address, telephone number, fax number, mobile number, and e-mail address;
- c) Information in connection with services provided by us or you have registered your interest with us for information, updates, inquiries, etc.;
- d) Billing and payment status;
- e) Other information that are, have been or may be collected by us, or which you provide to us, from time to time, in connection with any service, transaction, survey, questionnaire or communication with us;
- f) Personal interests or preference such as language, product, or content interests, communicating and marketing preferences;
- g) Your images, by way of video or photo shooting during our annual general meeting, corporate event, etc.;
- h) When you visit our websites, there is automatic collection of some information about your computer such as IP address, web browser software and other information about your visit; and
- i) Personal data from credit reporting agencies, government agencies, credit bureau reports, etc.

### **2. SOURCE OF PERSONAL DATA**

Your personal data is collected by us directly from you, or we may collect your personal data from a variety of sources such as:

- a) Publicly available sources such as directories;
- b) Third party sources such as credit bureau or credit reporting agencies; or
- c) Online enquiry/feedback form or cookies with our websites.
- d) Social Media applications like LinkedIn, Facebook, etc.
- e) Marketing campaigns
- f) Business Application Forms
- g) Contract Agreement

### **3. PURPOSES OF PROCESSING**

The purposes for which your personal data is collected and further processed by SRKK Group, including the following:

- a) To establish a relationship between you and us and/or our subsidiaries;

- b) To evaluate and monitor credit worthiness;
- c) To provide products and services that you have requested;
- d) To help us monitor, enhance, and develop our products and services offered to you;
- e) To understand your requirements and to ensure our products and services meet your needs;
- f) To respond to enquiries and seek feedback from you on our products and services;
- g) To conduct survey or analysis for marketing and research purpose;
- h) To contact you or your company, or send you electronic greetings cards;
- i) For administrative purposes such as auditing, debt collection, payment, data analysis, etc.;
- j) To protect our rights or property and that of our users and, where appropriate, to comply with legal and regulatory process;
- k) To investigate, respond to, or defend claims against, or involving us;
- l) To maintain records required for as permitted by to be collected by law, professional standards, security, claims or other legal purposes;
- m) For such other purposes as permitted by applicable law or with your consent;
- n) For such other purposes incidental and associated with any of the above.

#### 4. DISCLOSURE OF PERSONAL DATA

Your personal data may be transferred, accessed, or disclosed within SRKK Group and to relevant third parties (within or outside Malaysia) as required by law, or directly related to those purposes in the above-mentioned.

The relevant third parties are in the following:

- a) Third parties engaged by us to provide services for us or on behalf (such as auditors, lawyers, company secretary, consultants, contractors, professional advisors, service providers, printing companies, insurance companies, training organizers, etc.);
- b) Law enforcement agencies, relevant governmental authorities, statutory authorities, local council, and industry regulators; and
- c) To such parties as may be permitted under Malaysian law.

#### 5. WEBSITES

##### A. Links to third-party websites

SRKK websites may contain links to third-parties' websites which may provide more information that required by you. We are not responsible for the collection, use, maintenance, sharing or disclosure of data and information on the linked sites.

##### B. Cookies

A cookie may be used in the processing of your information, and it is a text file placed into the memory of your computer and/or device by our computers. A copy of this text file is sent by your computer and/or device whenever it communicates with our server. We use cookies to identify you. We may also collect the information such as the date and time you accessed each page of our websites, the URL of any webpage from which you accessed our website and the web browser that you are using, during your visit to our websites and/or the fully qualified domain name from which you accessed our sites, or alternatively, your IP address.

Some webpages may require you to provide a limited amount of your personal data to enjoy certain services on our websites (such as contact, e-mail address, mailing address, etc.). This personal data

will only be used for its intended purposes only, i.e., to respond to your message or deliver the requested products or services.

## 6. RIGHT TO ACCESS AND CORRECT PERSONAL DATA

Subject to any exemptions under applicable law, you have the right to access and correct your personal data we hold about you.

If you would like to access or correct in respect of your personal data, you may, by writing, to contact us in the following:

### **SRKK Sdn Bhd**

No. 15-1, Port Tech Tower,  
Jalan Tiara 3/ KU01, Bandar Baru Klang,  
41150 Klang, Selangor  
Malaysia  
Tel: +603-3000 6698  
E-mail: [yeohkh@srkk.com](mailto:yeohkh@srkk.com)

We may refuse to comply with your request for access and/or make any correction to your personal data in accordance with the Act and any other applicable law. Also, we may charge a fee for processing your request for access to your personal data.

If you do not wish your personal data to be collected via cookies on the websites, you may de-activate the cookies by adjusting your internet browser settings to block or remove the cookies, deleting your browsing history and deleting the caches and databases from your internet browser.

## 7. LIMITING THE PROCESSING OF PERSONAL DATA, FURTHER ENQUIRIES AND COMPLAINTS

Subject to any exemptions under applicable law, you have the right to request limiting the processing of your personal data and/or make any enquiries or complaints in respect of your personal data.

## 8. ACKNOWLEDGEMENT AND CONSENT

By publishing this policy in SRKK Group's website, we shall deem our customers and/or clients have already been notified.

And by engaging with SRKK Group (through its products and services) and/or in the absence of any written notification from you, we will deem you have read and understand this Privacy Notice and consent to the use, processing, and transfer of your personal data by SRKK Group as described in this Notice.