(English version)

**Personal Data Protection Notice for Employees and Job Applicants**

1. This Personal Data Protection Notice for Employees and Job Applicants ("**Notice**") sets out the policies of YTY Industry Holdings Sdn. Bhd. ("**YTYIH**") and its respective affiliates and subsidiaries (collectively or individually as the "**Company**") with regard to the processing of your Personal Data. In the event of any conflict between the English and other language versions, the English version shall prevail.

2. "**Personal Data**" means information about you, from which you are identifiable, including but not limited to your name, date of birth, correspondence address, email address, telephone number, mobile phone number, identity card number, passport number, religion, race, your image or photograph, marital status, details relating to your education/qualifications and past employment history, bank account number, statutory contributions information (such as contributions to Employees Provident Fund (EPF), Social Security Organisation (SOCSO) and Employment Insurance System (EIS)), tax related information, details of work permits, details of your salary, compensation and benefits, details of disciplinary actions against you (if any), details of your performance review, promotion history, name(s), date(s) of birth, contact details, identity card number(s), occupation, income tax information of spouse, next of kin, and dependents, children, beneficiaries and any information generated during the course of your recruitment and/or employment with the Company, and includes any sensitive personal data such as data relating to your health, including information relating to your medical history (including vaccination records), any disability or handicap you have, any pandemic or epidemic disease data relating to your health condition including but not limited to your vaccination status and vaccination digital certificate information, any health-related data as required by the relevant governmental authorities, as well as criminal data such as the commission or alleged commission by you of any offence.

3. In addition to the Personal Data you provide to the Company directly (including via the Company's recruitment page on the Company's website), the Company may collect your Personal Data from a variety of sources such as the information in any employment application forms, medical declaration forms or other similar forms, from third party sources such as job advertising websites, recruitment agencies, search consultants, LinkedIn contacts, referrals from other third parties, when you submit your information or resume or information otherwise generated upon your appointment and in the course of your recruitment and/or employment with the Company. In certain circumstances, your medical information may also be shared with the Company by Company appointed clinics where reporting is required under law.

4. In some circumstances, your Personal Data may be collected indirectly from monitoring devices or by other means for example, building and location access control and monitoring systems, closed circuit television, telephone logs and recordings, email and Internet access logs.

5. Where you have been accepted for employment with the Company, provision of your Personal Data to the Company is mandatory for the purposes of your employment with the Company, for the processing of your salary and enjoyment of the benefits offered by the Company to its employees as well as to comply with the law. Where your family members are covered under the Company's medical insurance scheme, provision of your family member's personal data would be mandatory. Failure to provide your family member's

information for this purpose will result in your family member(s) not being able to enjoy the medical benefits offered under the Company's medical insurance scheme.

6. If you are a job applicant of the Company, provision of your Personal Data to the Company is voluntary, however failure to provide your Personal Data will result in the Company not being able to consider you for employment with the Company.

7. By signing this Notice, you hereby consent to the processing of your Personal Data and, where you have provided Personal Data relating to your family members, you further confirm that you have obtained the consent of your spouse and/or consent as the parent/legal guardian of your child/children to the processing of the Personal Data by the Company in accordance with this Notice.

**Purposes of use**

8. You hereby acknowledge and agree that the Company collects, uses, processes and retains your Personal Data for the purposes of your employment with the Company and to ensure that your recruitment and/or employment with the Company may be managed and administered effectively, including (without limitation) for the following purposes ("**Purposes**"):

<u>If you are a job applicant, for:</u>

(a) purposes of assessment of suitability for employment, including for pre-employment medical fitness determination;
(b) any pandemic or epidemic disease detection, prevention, contact tracing and reporting purposes; and
(c) general administrative and record keeping purposes;

<u>Once you are employed with the Company, for:</u>

(a) general administrative and record keeping purposes;
(b) headcount and payroll planning and processing;
(c) reimbursement and payment of expense claims;
(d) workforce development, training and certification;
(e) any pandemic or epidemic disease detection, prevention, contact tracing and reporting purposes;
(f) business travel;
(g) performance management;
(h) research and development (R&D) purposes;
(i) administering, approving and monitoring employee benefits and entitlements, such as insurance coverage and medical benefits;
(j) for purposes of intellectual property filing purposes (such as patent filings), where applicable;
(k) audit and compliance purposes;
(l) data analytics purposes;
(m) risk management and security purposes;
(n) providing and monitoring access to the workplace, related facilities and systems;
(o) internal investigations and legal proceedings, including reference checks with law enforcement agencies;
(p) regulatory reporting, approvals and compliance;
(q) compliance with the law and any amendments in force; and

(r) such other purposes as may be required or permitted by law.

Your Personal Data may also (if applicable) be shared in connection with a corporate transaction, such as a sale of a subsidiary or a division, merger, consolidation, or asset sale, or in the unlikely event of winding-up.

**Transfer of Personal Data**

9. Your Personal Data may be transferred to, stored, used and processed in a jurisdiction other than Malaysia for the Purposes, including where the Company's related entities, legal advisors and servers are located outside of Malaysia. You understand and consent to the transfer of your Personal Data out of Malaysia as described herein.

**Use by and disclosure to third parties**

10. Your Personal Data may be transferred, accessed or disclosed to third parties for the Purposes. Further, the Company may engage other companies, service providers or individuals to perform functions on its behalf, and consequently may provide access or disclose to your Personal Data to such service providers or third parties. The third parties referred to in this Section include (without limitation):

(a) third parties to whom the Company outsources certain of its internal functions, such as its information technology vendors, insurers and payroll system service providers;
(b) the Company's legal advisors (including external attorneys for intellectual property filing purposes, where applicable), insurers and auditors;
(c) other entities within the Company;
(d) legislative and government bodies and regulators such as the Ministry of Human Resources (MOHR), EPF, SOCSO, PERKESO, Inland Revenue Board (IRB/LHDN), Department of Occupational Safety and Health (DOSH), Jabatan Tenaga Atom as well as the Ministry of Health Malaysia for any pandemic or epidemic disease detection, prevention, contact tracing and reporting purposes.

**Duration of Processing of Personal Data**

11. The Company processes your Personal Data only as long as it is necessary and for as long as the Company is required to do so under the relevant statutory limitation periods, applicable laws, regulations as well as our internal policies.

**Security of your Personal Data**

12. The Company has put in place appropriate and commercially reasonable security measures to store your Personal Data that the Company collects and keeps confidential and to protect them against unauthorised or unlawful disclosure.

**Access and Correction**

13. You may, by giving written notice, request to access and/or correct your Personal Data by contacting the Company at the contact information set forth below. The Company has the right to refuse an access or correction request for the reasons provided under law. The Company also reserves the right to impose a fee for access of your Personal Data in the amounts as permitted under law.

**Contact Information**

14. In the event, you wish to limit the processing of your Personal Data for the Purposes, to access or correct your data pursuant to Section 11 of the Personal Data Protection Act 2010 (as amended from time to time), or if you have any inquiries or complaints in respect of the processing of your Personal Data, please contact:

    **Section Head for HR and Administration**
    Telephone: +605 6983800
    Email address: pdpa@ytygroup.com.my
    Name: Ms. Ahsha Loganathan

    However please note that where you choose to limit the processing of your Personal Data, this may affect the Company's ability to perform certain functions in respect of your employment with the Company.

15. The Company shall have the right to modify, update or amend the terms of this Notice at any time. Any changes to the Notice will be effective immediately upon notification to you.

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***Signed By MUHAMMAD AFIQ HAIKAL BIN SAHUL HAMEED (2025-01-28 08:51:41) - Malay***

## Acknowledgement and Consent

I have read the above Notice and I expressly agree and consent to the use, processing and transfer of my Personal Data by the Company as described in this Notice.

| | |
|---|---|
| Employee Name | : MUHAMMAD AFIQ HAIKAL BIN SAHUL HAMEED |
| Employee ID | : 084180169 |
| Date | : 2025-01-28 08:51:41 |