CCM POLYMERS SDN BHD
(BKB CHEMICAL GROUP)

PERSONAL DATA AND INFORMATION NOTICE

1. CCM Polymers Sdn Bhd ("the Company") will use the personal information you provide or have provided in your application form together with information the Company obtains directly from you or from third parties (e.g. from your referees and from carrying out security / credit checks), information the Company obtains as a result of the Company's relationship with you such as personal identification details, account details, health details, criminal convictions, race, religion, ethnicity and/or any other sensitive personal data which are collected and maintained by us prior to and during the course of your employment (including your medical records collected, maintained and stored by third party health service providers on behalf the Company) for:

    a. Human resources management purposes including:

        i. For the identification and determination of eligibility for employment in the country in which the Company is established generally and qualifications relevant to employment with Company;

        ii. Pre-employment verification of information provided by prospective employees including checking the accuracy and completeness of the details (such as qualifications) provided by prospective employees;

        iii. Pre-employment vetting of prospective employees' background and circumstances which may include conducting background checks in relation to criminal records, obtaining information from credit bureaus to check for employees' creditworthiness, conducting reference checks in relation to employees' job suitability;

        iv. Assessing individual work performance, attendance and disciplinary record;

        v. Conducting employee disciplinary proceedings;

        vi. Conducting training of employees;

        vii. Obtaining and maintaining employee health records and information which include: requiring you to complete a medical questionnaire or undertake a medical examination;

        viii. Reviewing salaries, bonuses and other benefits;

        ix. Providing employee references which include: letters to third parties providing employee's details (excluding salary information) of employment with the Company;

        x. Monitoring your business communications (by monitoring telephone, email and internet traffic data i.e. sender, receiver, subject; date and time of text messages; attachments to email; numbers called and duration of calls; domain names of web sites visited, duration of visits; and files downloaded from the internet) for reasons which include: providing evidence of business transactions; ensuring that the Company's business procedures, policies and contracts with employees are adhered to; complying with any legal obligations; monitoring standards of service, staff performance, and for staff training;

        xi. Disclosure to the employment, tax, immigration authorities and/or any governmental authorities;

    b. Business process execution, including delivering services to clients;

    c. Disclosure to any potential buyers of the Company and/or part of the business of the Company pursuant to any due diligence exercise or any exercise of a similar nature;

    d. Administration and management purposes;

    e. Legal compliance;

f. Quality control audits;

g. Financial or security checks;

h. Statistical analysis;

i. Assessment and analysis, credit and security checking;

j. Legal proceedings; and

k. All other matters relating to your employment with the Company as the Company considers to be necessary or appropriate.

2. Apart from information provided by you, the Company and or its Group may obtain personal data on you from various reference checks, background checks or from the various governmental authorities.

3. The Company may disclose your information to the Company's service providers, agents and the parties identified below for the above referenced purposes:

   a. Organizations that provide and administer employee benefits and other services to the Company, including but not limited to auditors, insurance service providers, healthcare service providers and immigration related services providers for administrative purposes, economic efficiencies, benchmarking and transfer opportunities within the BKB Chemical Group;

   b. Any person to whom the Company is compelled or required to do so under law or in response to a competent or government agency;

   c. Any person where public interest or the Company's interests require disclosure;

   d. Any agent or third party service provider who provides administrative, commercial, professional, telecommunications, payroll services computer or other services to the Company and/or Group in connection with the Company's business;

   e. Any person seeking employment references;

   f. Pension or insurance companies with whom the Company has arranged benefits coverage for its employees; and

   g. Such sub-contractors or third party service or product providers as the Company may determine to be necessary or appropriate for purposes of data storage or processing or human resource management or otherwise.

4. The Company may keep your information for a reasonable period of time after you cease to be employed by us in accordance with legal requirements.

5. You have the right to request a copy of the information the Company holds on you and to update or correct any inaccuracies in your information in accordance with the Personal Data Protection Act 2010 and the Human Resource policies.

6. Failure to supply such personal data may affect your employment prospects or affect the ability of the Company to perform its obligations under any potential or existing employment contract or your ability to enjoy the benefits of your employment with us.

7. The Company shall endeavour to implement the appropriate administrative and security safeguards and procedures in accordance with the applicable laws and regulations to prevent the unauthorized or unlawful processing of your personal data and the accidental loss or destruction of, or damage to, your personal data.

8. You have the right to request access to and correction of information about you held by the Company and you may:-

   a. Check whether the Company holds or uses your Personal Data and request access to such data;

b. Request that the Company correct any of your Personal Data that is inaccurate, incomplete or out-of-date;

c. Request that your Personal Data is retained by the Company only as long as necessary for the fulfillment of the purposes for which it was collected;

d. Request that the Company specify or explain its policies and procedures in relation to data and types of Personal Data handled by the Company; and

e. Withdraw, in full or in part, your consent given previously;

In each case subject to any applicable legal restrictions, contractual conditions and a reasonable time period. In relation to paragraph 7(e) above, please note that notwithstanding the withdrawal of your consent, the Company may still proceed to process your personal data in circumstances recognized and permitted by law.

9. The person to whom written requests for access to Personal Data or correction and/or deletion of Personal Data or for information regarding policies and procedures and types of Personal Data handled by the Company is:

Name :

Designation :

Telephone :

Facsimile :

Email :

Address:

10. By signing and returning this notice, you consent to the Company:

a. Processing your personal information as described above;

b. Processing your sensitive personal information, including information relating to your health, criminal convictions, race, religion and ethnic origin for the purposes described above; and

c. Transferring your personal information to related companies within the BKB Chemical Group and third-party service providers which may not provide the same level of data protection, if such transfer is necessary for the above purposes.

I have fully read and understood this Personal Data and Information Notice and by signing this, I consent the use of my personal data in accordance with the terms of this Personal Data and Information Notice.

Name : MUHAMMAD ZULFADHLI

Signature : 

Date : 1/11/2022