



# Personal Data Protection Notice

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## Notice to Employees

In compliance with the Personal Data Protection Act 2010, this Personal Data Protection Notice (“**Notice**”) is issued for the purpose of informing you how **CabNet Holdings Berhad** and its Subsidiary Companies (“**Company**”, “**us**”, “**our**”) collect and process your personal data as a prospective, current or former employee of Company (collectively referred to as “**Employees**”). By applying to be employed by or to work in the Company or by being employed by or by working in Company, you consent to us using, collecting and processing your personal data in the manner contemplated in this Notice.

This Notice may be amended or updated from time to time. By continuing to submit your application to be employed by or to work with us or by continuing to be employed by or to work with us subsequent to any amendment or updates to the Notice, it would confirm and indicate your acceptance to the amendments or updates to this Notice. You may request a copy of the latest Notice from the Company’s PDPA Compliance Officer.

## What Personal Data Do We Collect?

Personal data generally means any information that identifies you. Your personal data is collected and processed by the Company at the time of your application for employment or commencement of work and from time to time, thereafter.

The type of personal data collected and processed by the Company may include but not limited to the following:

- (a) name, date of birth, nationality, race, gender, photo, NRIC/passport number, marital status, correspondence address, contact details including mobile, office and residential telephone number, emergency contacts, facsimile number, e-mail address, family information, vehicle registration number, driving license registration, driving history, residency and work permit status;
- (b) employee provident fund account number, social security account number, income tax account number, banking details;
- (c) date of hire, date(s) of promotion(s), work history, technical skills, education background, academic achievements, professional certifications and registrations, language capabilities, training courses attended;
- (d) records of work absences, vacation entitlement and requests, salary history and expectation, performance appraisals, letter of appreciation and commendation, and disciplinary and grievance procedures;
- (e) sick pay, pensions, insurance and other benefits information (including the gender, age, nationality, NRIC or passport information for any spouse, children or other eligible dependents or beneficiaries);
- (f) vital statistics, health and medical information including physical and mental health conditions;
- (g) the results of any credit or criminal background checks, the results of drug or alcohol testing, screening health certifications;
- (h) all other information required to comply with legal and regulatory requirements; and



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- (i) any additional information in your job application or employment form and/or any other information provided by you or third parties.

### Source of Personal Data

Personal data collected will mainly be from you. However, we may collect some personal data from other available sources including but not limited to credit reporting agencies, governmental department or agencies, public registries, websites, publications and service providers engaged by the Company.

### How We Use Your Personal Data

Your personal data is collected and processed by the Company for all and any purpose relating to your job application and/or employment including but not limited to the following:

- (a) to verify your identity;
- (b) to communicate or correspond with you;
- (c) to perform the terms and conditions of your employment contract with us;
- (d) to manage all aspects of your employment with us including but not limited to payroll, compensations and benefits and other reimbursable expenses, career development and personal development, training, absence monitoring, performance appraisals, disciplinary and grievance processes, to assist in providing reference check, and other general administrative and human resource related processes;
- (e) to manage all aspects of your job application with us including but not limited to evaluation of application for employment, reference and character checks and employing you;
- (f) to maintain emergency contacts, beneficiary details, sickness records and occupational health records;
- (g) for reference and character checks by future employees;
- (h) for research, salary surveys and auditing;
- (i) to comply with legal and/or regulatory requirements;;
- (j) for our day to day operations and administrative purposes including our corporate events or activities;
- (k) for the purposes of enforcing or defending our legal rights and/or obtaining legal advice;
- (l) to assist in the prevention, detection or investigation of crime or possible criminal activities or for the administration of justice;
- (m) for security and internal audit purposes including monitoring emails, mailboxes, correspondences, documents and materials in or using the office's computer network (including office internet, intranet or wifi, where applicable), systems, computers, laptops or devices;



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- (n) for such other purposes as may be directed or consented to by you; and
- (o) for all other purposes in relation to or incidental to the above.

(Collectively referred to as “purposes”)

### Obligation to Provide Personal Data

The provision of the information listed above is required for the purposes of your job application or employment. If you do not provide the information above or limit the way such information is to be processed, it may result in us not being able to keep complete information about you, thus affecting our capacity to accomplish the above stated purposes, including communicating with you, processing or evaluating your job application or to continue your employment with us.

### Disclosure of Your Personal Data

Under certain circumstances, we may disclose your personal data to third parties. Such third parties may be as follows:

- (a) any persons directed by or consented to by you;
- (b) any persons required for the purposes of your job application or employment with us including but not limited to our advisers, financial institutions and regulatory bodies;
- (c) any person for the purposes of compliance with legal and regulatory requirements;
- (d) our holding companies, subsidiaries and/or affiliates;
- (e) our data processors i.e. third party who we engaged to process personal data on our behalf including but not limited to archival storage, data entry service providers, website service provider, computer backup services, disaster recovery services, banks and financial institutions; and
- (f) our professional advisers including but not limited to legal advisers, tax advisers, financial advisers, auditors and insurance brokers/insurers.

Further, we may also be required to transfer your personal data outside of Malaysia for the purposes and to such third parties stated in this Notice. The transfer of your personal data outside Malaysia would also be required if you are travelling or based outside Malaysia.

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### Data Access and Data Correction

You may request to:

- (a) access to your personal data;
- (b) correct or update your personal data; or
- (c) withdraw your consent or limit the use of your personal data,

by submitting your written request to

PDPA Compliance Officer  
CabNet Holdings Berhad  
No.100 Jalan Ros Merah 2/17  
Taman Johor Jaya  
81100 Johor Bahru

Email: [admin@cabnet.asia](mailto:admin@cabnet.asia)  
Tel: +60(7) 353 9008  
Fax: +60(7) 353 0146

An administrative charge may be imposed for any request under para (a) and (b).

Further, we reserve the right to refuse your request for any reasons permitted under the law.

### Disclaimer

The accuracy and completeness of your personal data depends on the information you provide. We assume that the information you have provided is accurate, up to date and complete unless you inform us otherwise.

Where you provide any third party information to us including but not limited to previous employers or family information, you confirm that such information is accurate, up to date and complete and that you have obtained the necessary consent to disclose the same.

### Conflict

In the event that there is any conflict between the English and National Language version of this Notice, the English version shall prevail.

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