

## **PERSONAL DATA AND PRIVACY POLICY**

Batu Kawan Berhad and its subsidiaries (“BKB” or “we” or “us” or “our”) respects your privacy. We view and treat your Personal Data seriously.

This Privacy Policy (“Policy”) guides how we collect, process, use, disclose, transfer and store your Personal Data.

If you provide us with personal data of other individuals, you hereby represent that you have obtained consent from that individual prior to providing their personal data to us. References to ‘your Personal Data’ in this Policy would include such individual’s personal data that you provide to us.

## **COLLECTION AND USE OF PERSONAL DATA**

Your Personal Data is information that relates directly or indirectly to you, who is identified or identifiable from that information or from that and other information. During the course of your transaction and dealings with us, you may be requested to furnish your Personal Data from time to time. BKB and their third-party service providers may share the Personal Data with each other and use it consistent with this Policy. They may also combine it with other information to provide and improve our products and services.

## **PERSONAL DATA THAT BKB MAY COLLECT**

When you transact with us, we may collect a variety of your Personal Data, which may include your:

- Name;
- National registration identity card number or passport number;
- Gender;
- Race and religious beliefs;
- Postal address;
- Telephone number;
- Email address;
- Medical information;
- Salary range;
- Contact preference; and
- Credit card or bank account information.

The list of personal data stated above is not exhaustive and may include other personal data depending on the nature of dealings or transaction.

## **HOW BKB USES YOUR PERSONAL DATA**

Your Personal Data that we collect allows us to process the necessary transaction in relation to the relevant matter.

Your Personal Data that we collect allows us to keep you posted on our latest product announcements and upcoming events. It also helps us to improve on our products and services.

From time to time, we may use your Personal Data to send important notices, emails, letters or SMS, like communications about purchases and changes to BKB's terms, conditions, and policies. As such information is crucial to your custom with us, you are advised not to opt out of receiving such communications.

We may also use your Personal Data for internal purposes such as auditing, data analysis, and research to improve our products, services and customer communications.

We may also share your Personal Data with third party providers that provide services such as information processing, extending credit, fulfilling customer orders, delivering products to you, managing and enhancing customer data, providing customer service, assessing your interest in our products and services and conducting customer research or satisfaction surveys.

## **PROTECTION OF PERSONAL DATA**

We take the necessary precautions, both administrative and technical to safeguard your Personal Data against loss, theft, misuse and unauthorized access, disclosure, usage, alteration or destruction.

## **RETENTION OF PERSONAL DATA AND ACCESS**

We shall endeavour to make it easy for you to keep your information accurate, complete and up to date. We will retain your Personal Data for the period necessary to fulfill the many different purposes outlined in this Policy unless a longer retention period is permitted or required by law.

You can help ensure that your contact information and preferences are accurate, complete, and up to date by contacting BKB at +605 – 240 8000.

For other personal information, we make good faith efforts to provide you with access so you can request that we correct the data if it is inaccurate or delete the data if we are not required to retain it by law or for legitimate business purposes.

We may decline to process requests that are unreasonably repetitive, require disproportionate technical effort, jeopardise the privacy of others, are extremely impractical, or for which access is not otherwise required by local law.

BKB reserves the right to update and amend this Policy from time to time. Any material changes will be posted on BKB's website with the updated Policy.