

NOTICE OF DATA & PERSONAL INFORMATION FOR CANDIDATE EMPLOYEE INTER GROUP OF COMPANIES

At Inter manpower.Com Sdn Bhd (Company No. 874316-M), and our all our subsidiaries, we are committed to protecting your privacy in accordance with the Personal Data Protection Act 2010 of Malaysia ("PDPA"). This Policy explains:

- a. the type of personal data we collect and how we collect it
- b. how we use your personal data
- c. the parties that we disclose the personal data to
- d. the choices we offer, including how to access and update your personal data.

1. Collection of Personal Data

When you deal with Inter manpower.Com Sdn Bhd and/or the IRC Group of Companies, as our valued job candidates, we will ask you to provide data and information about yourself ("Personal Data") to enable us to inform you of the recruitment requirements. or delivering packages, services and/or relating to such vacancies. This is relevant for our recruitment process, its implementation, including delivery of notices, services and/or packages, management of prospective employee relationships, planning purposes in relation to future recruitment, notification of recruitment dates, and recruitment terms and conditions.

2. Nature of Personal Data

Personal Data may be subject to law data protection, privacy and other similar laws include information about name, identification card number, education level, marital status, birthplace, address, gender, birth date, contact number, e-mail address, nationality, or citizenship.

3. Effect of failure to provide Personal Data

Failure for provide Personal Data will: -

- a. Cause us to be unable to deliver the requested notice, service and/or salary package to prospective employees.
- b. As a result, we cannot update you about our package and/or recruitment conditions

4. Purpose of Personal Data Collection

Personal Data provided by you will be collected, used and vice versa processed by us for purpose:-

- a. The delivery of notices, services or notification of terms of recruitment as a candidate either now or in the future, to you;
- b. Recruitment date;
- c. Salary package that will be offered to the candidate;
- d. Carry out marketing activities and candidate profiling in connection to our recruitment;
- e. Credit assessment and background check on candidate where we think is necessary;
- f. Internal Storage record;
- g. Crime prevention (including but not limited to fraud, money laundering, corruption);
- h. To comply with any law or regulation related to services and products provided by our companies and to disclose according to any laws, regulations, orders court, guidelines, circulars, related code of conducts to us or our subsidiaries;
- i. Related purposes with any one of the above (including but not limited to research, benchmark and analytical statistics);
- j. Allow us to deliver information to you by e-mail, telecommunication (telephone or text messages) or social media about services and salary packages offered by us that may interest you but while doing so we continue to control your personal data and we will not disclose your Personal Data to third parties without your consent.

5. Exposure

Personal Data provided to us will be kept confidential but you are here consent us to disclose your Personal Data to category parties the following:-

- a. Any parties that we are forced or required to do so under the law or in response to government agencies or any competent agency
- b. Any related companies and subsidiaries of the IRC Group, including those may be established in the future
- c. Our business partners and online affiliates who provide related services or products in connection with our businesses
- d. Government agencies, statutory authorities and industry regulators;
- e. Our auditors, consultants, accountants, lawyers or other financial or professional advisers;
- f. Our subcontractors or service or product providers as we deem necessary or appropriate;
- g. Service providers appointed by us in connection with our loyalty program, for the purpose of delivering redeemed gifts and services.

6. Control

We will store and process your data in a secure manner. We will make every effort, where practical, to implement appropriate administrative and security controls and procedures in accordance with laws and regulations to prevent the processing of your Personal Data in an unauthorized or unlawful manner and the loss or destruction of or damage to your Personal Data in an unintentional way.

7. Data Transfer & Sharing

If we consider it necessary or appropriate for the purposes of data storage or processing or to provide any service or salary package on our behalf to you, we may transfer your Personal Data to other members of the IRC Group of Companies or service or salary package providers inside or outside the country in which we are established, with conditions of confidentiality and a similar level of security control.

8. Your Rights of Access and Correction

You have the right to request access to and correction of information about you held by us and in this regard, you may:

- a. Checking whether we store or use your Personal Data and requesting access to that data;
- b. Request that we correct any of your Personal Data that is inaccurate, incomplete or out of date;
- c. Request that your Personal Data be kept by us only for as long as is necessary to fulfill the purpose for which the information was collected;
- d. Request that we state or explain our policies and procedures in relation to the data and types of Personal Data we handle;
- e. Inform us of your objection to the use of your Personal Data for marketing purposes and accordingly we will not use your Personal Data for these purposes; and
- f. Withdraw, in whole or in part, your consent previously granted, in each case subject to any legal restrictions, contractual terms and reasonable time periods.



"Together We Ensure Employability & Retention"

Written requests for access to Personal Data or correction and / or deletion of Personal Data or for information about the policies and procedures and types of Personal Data handled by us should be addressed to:

Company : Inter manpower.Com Sdn Bhd
Department : Information Technology Department
Address : Setia Triangle Corporate Suites,
S-12-02, Persiaran Kelicap,
11900 Bayan Lepas, Penang.
Email : operation-1@inter.com.my
Phone No. : 04-295 7730

I/We have read and fully understood this Data & Personal Information Notice and by signing this document, I / we give permission for the use of my / our Personal Data in accordance with the terms of this Data & Personal Information Notice and the Privacy Policy.