

Privacy Policy

PERSONAL DATA PROTECTION ACT 2010

1. Protecting your Personal Data:

At **K.K.I.P. Sdn. Bhd.**, protecting your data is important to us. We are committed to ensuring that your data is respected and maintained at all times. **K.K.I.P. Sdn. Bhd.** complies with the Personal Data Protection Act 2010 (PDPA).

We hope this Notice gives you a good understanding on how we handle employees'/ potential employees' personal data that we collect, process and store in the Company (HR) , whether related or associated now or at a future date. This document is also intended to give you, as a data subject, knowledge on how you can control our disclosure of such data.

2. Collection of Personal Data & Your Consent:

K.K.I.P. Sdn. Bhd. needs to collect and process your personal data in order to generally perform the Employment Contract / potential Employment.

Generally, your personal data that we collect and process include:

Name, identification number (NRIC), Statutory information Income Tax /EPF/ SOCSO numbers, address, contact numbers, gender, date of birth, family information, education, personal email address, photo, nationality, languages, hobbies and interest, previous employers data, salary, bank account numbers, health status and vehicles information.

3. How your Personal Data will be Collected:

Your personal data is and will be collected from you and/or from the information you have provided in your emails, all application / registration forms, information that you may provide us from time to time via oral communications and written communications and information provided by your or such other third parties such as credit search provider and our business partners.

4. How we use your Personal Data:

We are processing your personal data, including any additional information you may subsequently provide, for the following purposes ("Purposes"):

Establishing and maintaining staffing / placement relationship with you.

- a) Assessing your suitability for the position or task, to notify you of relevant opportunities, and arrange employment or assignments for you;
- b) Performing your contract and such other contracts as you may have entered with us or which your employer may have entered with us;
- c) Issuing you documentation relevant to the supply contract between us;
- d) Managing and administering our records;
- e) Facilitating or enabling any checks that we conduct or by any third party on you from time to time;
- f) Assisting any government agencies or bodies including for the purposes of police or regulatory investigations;
- g) Facilitating your compliance with any laws or regulations applicable to you;
- h) Communicating with you and responding to your enquiries;

5. Your Personal and Sensitive Data may be Disclosed to:

Your personal data may be disclosed to parties such as but not limited to our related company, associate and subsidiaries companies, banks, auditors, governmental departments and / or agencies,

regulatory and / or statutory bodies, credit check companies, business partners, clinics/hospitals, insurance companies, training & development companies, travel and tour agents, service providers and any such third party requested or authorized by you for any of the above Purposes or any other purpose for which your personal data was to be disclosed at the time of its collection or any other purpose directly related to any of the above Purposes.

6. Provision of Information

As an employee/ job applicant (whether applying for a job with the **K.K.I.P. Sdn. Bhd.** or any of its clients), you have the right to decide what information that you wish to provide. However, please be informed that all the information that we request for, as stated above, are mandatory information for us. If you choose not to provide and/or fail to supply us with such personal data, we will not be able to perform the Contract of Employment/ offer you employment with **K.K.I.P. Sdn. Bhd.**

If you decide not to provide the mandatory information to us, it may necessarily mean that

- (I) Your Contract of Employment with the **K.K.I.P. Sdn. Bhd.** will have to be terminated or
- (II) That an offer of Employment with the **K.K.I.P. Sdn. Bhd.** will not be made or

The **K.K.I.P. Sdn. Bhd.** reserves the right to review and/or amend this Notice from time to time and will communicate such changes along with the updated Policy on the **K.K.I.P. Sdn. Bhd.**'s website, and/or other appropriate communication means as may be determined by the **K.K.I.P. Sdn. Bhd.** Nothing in this Notice shall limit the rights of the **K.K.I.P. Sdn. Bhd.** and employees under the Personal Data Protection Act 2010

7. How to Contact Us

You have the right to access and correct your personal information held by us (subject always to certain exemptions). We will make every endeavor to ensure your personal information is accurate and up to date therefore we ask that if there are changes to your information you should notify us directly. If you would like to access or correct your personal information, please do so by contacting:

ATTN : **HR Unit**

Phone number: 088-498001-5

Fax number : 088-498014

Email : kkipb@gmail.com

Website : www.kkip.com.my

8. UPDATE OF PRIVACY POLICY FROM TIME TO TIME

K.K.I.P. Sdn. Bhd. may amend the privacy policy from time to time for legal or regulatory reasons, or to ensure the proper and smooth operation of the website. We advise you to visit our website to obtain the latest version of the company's privacy policy. In the event that the user does not agree to the amendments, the user shall not continue to access, browse, and view or use the Site and/or the Services.