

	KUM FATT ENGINEERING SDN BHD Reg. Co. No. 200901003119 (846046-M) No.55 & 57 Jalan Teratai 7, Taman Johor Jaya, 81100 Johor Bahru, Johor Tel : (6)07-355 0028 Email : info@kumfatt.com	Doc. No.	KFE-SM-AP13
	PERSONAL DATA PROTECTION ACT POLICY	Rev. No.	00

NOTICE

This Privacy Policy serves as a notice in compliance with the Personal Data Protection Act 2010 (hereinafter referred to as "Act" or "PDPA"), it applies to Kum Fatt Group of Companies (hereinafter referred to as "KFE", "we", "us" or "our") which includes Kum Fatt Engineering Sdn Bhd, Premier Plastic Industry Sdn Bhd and Konnection Engineering Pte Ltd as well as any of KFE's website, social media accounts, associated company(ies), joint venture partners, shareholder(s), director(s), employee(s), supplier(s), contractor(s) and/or its permitted person(s).

This notice informs data subjects, including but not limited to our employees, customers, suppliers, business partners and stakeholders, of their rights with regard to the personal data that has been and/or may be collected and/or processed by us.

We may vary or update this Privacy Policy from time to time and we will publish the latest amended Privacy Policy on our website. Please check our website regularly for any updates to our Privacy Policy.

COLLECTION AND USE OF PERSONAL DATA

We have collected and/or may collect your personal data, via our forms, documents website and/or social media accounts, to be, for all intents and purposes, processed and utilized by us on your behalf in the course of your present and/or future dealings with KFE. We will ensure that your personal data is used consistent with our Privacy Policy.

PERSONAL DATA THAT KFE COLLECTS

The personal data that we collect from you may include but is not limited to:

- i. Full name
- ii. Age
- iii. Identity card number / Passport number
- iv. Work permit/pass number
- v. Photograph
- vi. Postal address (including office address)
- vii. Gender
- viii. Date of birth
- ix. Marital status
- x. Details of family members such as spouse, children or guardian(s)
- xi. Height and weight
- xii. Spoken and written languages
- xiii. Thumbprints
- xiv. Occupation

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- xv. Contact information (including e-mail address, mobile and/or house number, facsimile number and office number)
- xvi. Salary range
- xvii. Credit card or bank account information
- xviii. EPF (Employee Provident Fund) account number / CPF (Central Provident Fund) account number
- xix. Income tax number

PURPOSE OF DATA COLLECTION

The personal data collected enables KFE to handle various dealings and transactions in relation to the relevant matters.

- i. Agreements and Arrangements
 - a. Entry into necessary agreements, contracts, memorandum, and/or arrangements to purchase products and/or services from us, for example: sale and purchase agreement.
 - b. Credit assessments and other background checks as deemed necessary and appropriate by us.
 - c. Collection of outstanding payments from clients as stated in agreements.
 - d. Necessary performance or other obligations abiding the agreements, contracts, memorandum and/or arrangements.
- ii. Goods and Services
 - a. Delivery of our products and/or services regardless of present or future.
 - b. Customer relationship management procedures.
 - c. Client profiling related to our products and services.
 - d. Communication with clients through e-mail, telephone calls, text messages and/or social media.
- iii. Marketing and Records
 - a. Delivery of our products and/or services regardless present or future.
 - b. Customer relationship management procedures.
 - c. Client profiling related to our products and services.
 - d. Communication with clients through e-mail, telephone calls, text messages and/or social media.
- iv. Legal Compliance
 - a. Prevention or reporting any crime including but not limited to fraud, bribery and money laundering.
- v. Employment
 - a. For the purpose of assessing one's suitability of employment with us, performing the contract of service, personnel administration, training and management purposes, purposes related to a benefit provided to one as an employee of KF.

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We will ask for your consent before using personal data for purposes not related to those as set out above.

SECURITY

KFE may hold your information in either electronic or hardcopy form and we take precautionary measures to ensure the adequate safeguarding of your personal data against unauthorized access, misuse, theft, alteration, destruction and disclosure.

In particular, as part of our many security measures, we will:

- (for electronic form) enforce the storing of personal data only in the data servers of KFE of which access is controlled and restricted to authorized personnel by KFE;
- (for hardcopy form) enforce the keeping of hardcopy documents/forms containing personal data only in dedicated storage areas of which physical access is limited and restricted to authorized personnel by KFE;
- prohibit any extraction or removal of personal data (electronic or hardcopy form) out of KFE's premises (via electronic storage devices or physically) without authorization from KFE;
- where necessary, ensure that there are confidentiality obligations imposed on the permitted parties who may access your personal data;
- brief KFE personnel with access to personal data on the importance of data protection and KFE's practices in relation to data protection which must be adhered to;
- from time to time, review our data collection, storage and processing practices, including physical and cyber security measures, to guard unauthorized access to or leakages from systems; and
- ensure that hardcopy documents/forms containing personal data are shredded, destroyed or disposed securely or that electronically stored personal data are permanently deleted if they are no longer required.

THIRD PARTIES PERMITTED

The third parties authorized to access your personal data with your consent include:

- Our associated partners and related companies;
- Our auditors, engineers, business consultants, accountants and lawyers as we deem necessary;
- Contractors, sub-contractors and suppliers; and
- Any party to whom we are required under law or in response to local, state or federal authority, enforcement agency, statutory authority, court of laws, tribunal, and associations legally authorized by law.

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YOUR RIGHTS

You have the right to request access to your own personal data and we will endeavour to provide you with suitable means of accessing it (e.g. by emailing or mailing it to you).

In addition, you can request for corrections/amendments to your own personal data in cases of data inaccuracy, incompleteness or out-of-date. However, if we do not agree that there are grounds for amendment, we will add a note to the personal data stating that you disagree with it and inform you of our refusal and reason for our refusal.

You are also entitled to limit our processing of your personal data by expressly withdrawing your prior consent, subject to contractual agreements and with reasonable notice.

CONTACT TO MAKE INQUIRIES AND COMPLAINTS REGARDING PERSONAL DATA

If you intend to exercise your rights or to make inquiries or complaints regarding your personal data or our Privacy Policy in relation to processing your personal data, you may contact the relevant department as follows:-

Department	: HR & Admin Department
Contact	: +607-355 0028
E-mail Address	: info@kumfatt.com
Postal Address	: No. 55 & 57, Jalan Teratai 7, Taman Johor Jaya, 81100 Johor Bahru, Johor, Malaysia.