



Title : Personal Data Protection Act Notice

Effective Date : 22 March 2024

PERSONAL DATA PROTECTION ACT NOTICE

1. Policy Statement

- 1.1 TMK Chemical Bhd (“**TMK**”, “**Company**”, “**our**”, “**us**” or “**we**”) and its subsidiaries (the “**Group**”) are committed to the protection of your Personal Data and your privacy. This Notice is issued to all our valued customers, trading partners, website users and persons who process personal data in respect of commercial transaction pursuant to the requirements under the Personal Data Protection Act 2010 (the “**Act**”).
- 1.2 This Notice sets out how we collect, process and handle your personal data in accordance with the Act. Please note that we may amend this Notice at any time without prior notice. We would advise you to check our website from time to time for any amendments, modifications or updates to this Notice. By continuing to use our services, access our website or communicate with us subsequent to any amendments or updates to this Notice, you confirm your acceptance of the amendments to this Notice.

2. Personal Information and Data Collection

2.1 Types of personal data

Personal data processed by us may include, but is not limited to your name, company’s name, address, country, telephone numbers, fax numbers, email address, photograph, identity card details, age, gender and tax identification numbers.

2.2 Sources of personal data

Your personal data will be collected from various sources such as email, business card, security registration, standardize forms, phone calls & phone messages, CCTV footage, identity cards, that are made available during your visits to TMK’s offices, website, existing guest lists, business cards, guest books and/or any events organized by TMK.

2.3 Obligatory personal data

All information requested for in the relevant forms is obligatory to be provided by you to us unless stated otherwise. Should you fail to provide the obligatory information, we would be unable to provide you with the service and/or products requested.

2.4 Purpose of collecting and processing

The purposes for which your personal data may be used include but are not limited to the following:

- our internal record keeping;
 - the delivery of services or products to you;
 - improving our products and services;
 - enabling you to provide goods or services to the Group;
 - conducting internal activities;
 - sending you information via email, or other telecommunication means in relation to the services or products that we are offering;
 - sending you festive messages, promotional message and special offers based on your privacy preferences;
 - meeting any legal or regulatory requirements in relation to our provision of services or products and for purposes of disclose under the requirements of any applicable law, regulation, direction, court order, by-law, guideline, circular or code applicable to us;
 - better understand your needs as our customer;
 - security and fraud prevention;
 - statistical analysis of data;
 - profiling your preferences;
 - finance and marketing activities;
 - our good corporate governance;
 - our corporate exercises;
 - sending you event invitations based on selective events;
 - complying with the Companies Act 2016;
 - inclusion in media engagements and/or any relevant or related events;
 - preparing guest invitations, registration and/or sign-ups for our events;
 - printed and on-line publications,
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- issuing invoices (including e-invoices) and complying with other regulatory requirements and guidelines,

(collectively, the “Purposes”).

3. Disclosure of Personal Data

3.1 We will ensure that your personal data provided to us will be kept private and confidential. We will ensure that access is restricted to employees who are contractually required to process your personal data in accordance with their respective job requirements and only necessary information is released to relevant employees.

3.2 Please be informed that your personal data may be disclosed, disseminated and/or transferred to companies within the Group or to any relevant third parties (in or outside of Malaysia) as required under law or pursuant to relevant contractual relationship (e.g. where we appoint third party service providers) or for the purpose of fulfilling our obligations to you in respect of the Purposes and all such other purposes that are related to the Purposes and also in providing integrated services, maintaining and storing records. Please find below the examples of relevant third parties who may receive your personal data:

- any person to whom we are compelled or required to disclose your personal data under law or in response to a competent or government agency;
- government agencies, statutory authorities and industry regulators;
- our auditors, consultants, accountants, lawyers or other financial or professional advisers;
- information technology (IT) service providers or data entry service providers;
- any third parties for the purpose of fulfilling our obligations to you in respect of the Purposes or related Purposes and also in providing integrated services, maintaining and storing records.

4. Websites

4.1 Content on our website may include links to third party websites. We are not responsible for the content on such linked third-party websites and users should observe the separate privacy policies applicable to the respective third-party websites

5. Rights to Access, Correct and Limit the Processing of Personal Data

5.1 We will make every endeavour to ensure your personal data is accurate, not misleading, updated and complete in all aspects, therefore we ask that if there are changes to your personal data, you should notify us directly and as soon as possible. For the avoidance of doubt, we and/or the Group and/or its employees or authorized officers or agents will not be responsible for any personal data submitted by you to us that is inaccurate, misleading, incomplete and not updated.

5.2 You may at any time after the submission of your personal data to us, submit your request for access to your personal data by submitting such request to us at the address stated below in the event:

- you require access to and/or wish to make corrections to your personal data subject to compliance of such request for access or correction not being refused under the provisions of the Act and/or existing laws;
- you wish to enquire about your personal data;
- you would like to obtain further information on how to limit the processing of your personal data;
- you would like to make a complaint in respect of your personal data; and
- you are no longer agreeable to us retaining, holding or storing your personal data (please note that this may result in us not being able to properly perform or discharge our obligations to you).

5.3 For further information or assistance, please contact:

Personal Data Protection Officer

Address: B2 – 6 – 01, Blok B2, Meritus @ Oasis Corporate Park (Pusat Korporat Oasis), No. 2 Jalan PJU 1A/2, Ara Damansara, 47301 Petaling Jaya, Selangor

Contact No: 603-76246089 (HR Department)

Email: tmk.pdpa@tmkchemical.com

Any personal data retained by us shall be destroyed and/or deleted from our records and system in accordance with our retention policy in the event such data is no longer required for the said Purposes.

6. Consent

6.1 We trust that you will consent to the processing of your personal data and that you declare that you have read, understood and accepted the statements and terms herein.

6.2 Further, we may request your assistance to procure the consent of third parties whose personal data is made available by you to us and you hereby agree to use your best endeavours to do so.

7. Conflict

7.1 In accordance with section 7(3) of the PDPA, this Personal Data Privacy Notice is issued in both English and Bahasa Malaysia. In the event of any conflict between this English language Notice and its corresponding Bahasa Malaysia Notice, the terms in this English language Notice shall prevail.
