

PERSONAL DATA AND PRIVACY NOTICE

Muhibbah Engineering (M) Bhd and its group of companies (** see complete list of companies below) (“**Muhibbah**”) respect your privacy. We treat and view your personal data seriously.

This Personal Data and Privacy Notice is issued to all our clients, suppliers, vendors, service providers, sub-contractors, other entities / data subjects that we have commercial transactions with, pursuant to the requirements of the Malaysia Personal Data Protection Act 2010.

Personal Information & Data Collection

In the course of your dealings with us, we will request that you provide data and information about yourself, your organisation, your employees, your agents, your service providers, your customers and/ or any relevant individuals (“Personal Data”) to enable us to enter into transaction(s) with you or to deliver the necessary services and/or deliverables in connection with our business.

Such Personal Data may include information concerning name as per identity card, preferred name, identity card number, age, contact number, passport information, nationality, gender, residential address, e-mail address, date of birth, designation, shareholding details, bank account details, work experience, past projects involvement, educational details etc.; and in some instances, may include sensitive information such as physical or mental health, political opinions, religious beliefs or other beliefs of a similar nature, the commission or alleged commission and/or charge of an offence, and other such data necessary for the performance of our services to you.

During the Covid-19 disease outbreak, we may collect your health condition, results of your health assessment, travelling records, quarantine, vaccination status and any other information required or recommended to be held in connection with control or management of such disease outbreak.

Why do we collect Personal Data?

Collection of personal data is relevant in connection with our business process, execution, including delivery of services and/or deliverables and client/ vendor relationship management.

Personal Data by you, your authorised representatives and advisors, your employers, your clients and authority will be collected, used and otherwise processed by us for, amongst others, the following purposes (collectively “Purpose”):

- (a) to perform the contract entered into between us;
- (b) to assist us to assess and select suitable candidate/ firm/ company for provision of services/ goods/ supplier jobs/ sub-contracting works etc.;
- (c) to assess the performance of existing service providers/ vendors/ suppliers/ sub-contractors etc., either for specific projects in issue and in respect of future projects/ assignments;
- (d) contract recruitment and staffing;
- (e) workplace management and reporting;
- (f) the delivery of services or deliverables and the marketing of such services or deliverables whether present or future, to you;
- (g) to facilitate payment for services and other administrative management derived from business relationships;
- (h) member, client and vendor relationship management procedures;
- (i) those purposes specifically provided for in any particular service or deliverables offered by us;
- (j) conducting training and awareness programmes, client promotional activities, marketing and client profiling activities in connection with our services and related deliverables;
- (k) our internal record keeping;
- (l) meeting any legal or regulatory requirements relating to our provision of services and deliverables, and to make disclosure under the requirements of any applicable law, regulation, direction, court order, by-law, guideline, circular, code applicable tous; and
- (m) enable us to contact you and/or send you information by e-mail, telecommunication means (telephone calls or text messages) or social media about products and services offered by selected third parties that we think may interest you

What are the effects arising from failure to provide Personal Data?

The failure to supply such Personal Data will / may result in:-

- (a) our being unable to continue with the contract between you and Muhibbah;
- (b) our being unable to process/ evaluate/ assess your application/ registration
- (c) our being unable to assess your suitability as our service providers/ vendors/ suppliers/ sub-contractors etc.;
- (d) our being unable to contact you in the future (e.g. for any new assignments/ projects);
- (e) our being unable to contact you for necessary work related communications;
- (f) our being unable to provide clients with the services and/or deliverables requested;
- (g) our being unable to update you on our services, deliverables and/or launches; and
- (h) your inability to receive invitations to promotional activities organised by us /our agents.

Disclosure

Personal Data provided to us will generally be kept confidential but you hereby consent and authorize us to provide or disclose Personal Data to the following categories of parties:-

- (a) any person to whom we are compelled or required to do so under law, regulation, court order and etc.;
- (b) government agencies, statutory authorities and industry regulators;
- (c) our auditors, consultants, accountants, insurers, lawyers, or other financial or professional advisers;
- (d) our sub-contractors or third party service or product providers, our business partners, our clients as may be determined to be necessary or appropriate; and
- (e) Muhibbah's group of companies (** see complete list of companies below)

Safeguards

We shall keep and process Personal Data in a secure manner. We endeavour, where practicable, to implement the appropriate administrative and security safeguards and procedures in accordance with the applicable laws and regulations to prevent the unauthorized or unlawful processing of Personal Data and the accidental loss or destruction of, or damage to, such Personal Data.

Data Transfer & Sharing

Where we consider it necessary or appropriate for the purposes of data storage or processing or providing any service or deliverable on our behalf to you, we may transfer Personal Data to a third party service / product provider or to Muhibbah's group of companies, within or outside the country, under conditions of confidentiality and similar levels of security safeguards.

Your Rights of Access and Correction

You have the right to request access to and for the correction of Personal Data held by us and in this respect, you may:

- (a) check whether we hold or use such Personal Data and request access to such data;
- (b) request that we correct any Personal Data that is inaccurate, incomplete or out-of-date;
- (c) request that we specify or explain policies and procedures in relation to data and types of Personal Data handled by us.

Written requests for access to Personal Data or correction of Personal Data or for information regarding policies and procedures and types of Personal Data handled by us can be made to:

PDPA Officer, Muhibbah Engineering (M) Bhd

Lot 586 & 579, 2nd Mile, Jalan Batu Tiga Lama, 41300 Klang, Selangor

Tel: 03-33424323 (ext: 5551)

Fax: 03-33487831

Email: pdpa@muhibbah.com.my

We will retain your personal data for as long as reasonably necessary to fulfil the purposes we collected it for, including for any operational, legal, regulatory, tax, accounting or reporting purposes.

Third Party Consent

In the event you have provided personal data of third parties (e.g. your emergency contact person, tenant, authorized representatives, contractors, lawyers, financiers) to us, we rely on you to have sufficiently obtained the prior consent of such third parties to allow us to process their personal data in relation to the Purpose.

Changes to our Privacy Policy

We reserve the right to amend this Privacy Policy from time to time without prior notice. We advise that you check our Privacy Policy on a regular basis.

In accordance with the requirement of Malaysian data protection and privacy law, this Privacy Notice is issued in both English and Bahasa Malaysia. In the event of any inconsistencies or discrepancies between the English version and the Bahasa Malaysia version, the English version shall prevail.

List of Muhibbah Group of Companies:

1. *Muhibbah Engineering (M) Bhd*
2. *Muhibbah Marine Engineering Sdn Bhd*
3. *Energy Ocean Ltd*
4. *Juara Lagi Sdn Bhd*
5. *Elelink Sdn Bhd*
6. *ITS Konsortium Sdn Bhd*
7. *PT Muhibbah Enjiniring Indonesia*
8. *Muhibbah O&G Sdn Bhd*
9. *Muhibbah Engineering (Singapore) Pte Ltd*
10. *MEB Construction Sdn Bhd*
11. *Muhibbah Steel Industries Sdn Bhd*
12. *Muhibbah Airline Support Industries Sdn Bhd*
13. *Muhibbah Marine Engineering (Deutschland) GmbH*
14. *Muhibbah Masteron Cambodia JV Limited*
15. *Ann Bee (M) Sdn Bhd*
16. *Muhibbah Maritime Hub Sdn Bhd*
17. *Aspect Saga Sdn Bhd*
18. *IDS Cahaya Sdn Bhd*
19. *IDS Cahaya Ltd*
20. *IDS Darussalam Sdn Bhd*
21. *IDS Offshore Sdn Bhd*
22. *Muhibbah Steel Kuantan Sdn Bhd*
23. *Khas Jejaka Sdn Bhd*
24. *Inno Marine Services Sdn Bhd*
25. *Muhibbah International Labuan Ltd*
26. *Muhibbah Offshore Services Ltd*
27. *Muhibbah Engineering (Cambodia) Co., Ltd*
28. *Muhibbah Prospect Sdn Bhd (fka Muhibbah-LTAT JV Sdn Bhd)*
29. *Citech Energy Recovery System Malaysia Sdn Bhd (fka Solid Reserve Sdn Bhd)*
30. *Citech Energy Recovery Solutions (UK) Ltd*
31. *CB International Engineering Sdn Bhd*
32. *Muhibbah Construction Pty. Limited*
33. *Muhibbah Engineering Middle East LLC*
34. *Karisma Duta Sdn Bhd*
35. *Karisma Project Management Inc*
36. *Muhibbah Oil & Gas Sdn Bhd (fka Besimega Sdn Bhd)*
37. *Muhibbah Defense Engineering Sdn Bhd*
38. *Sun Vibrant Sdn Bhd*
39. *MCI Philippines Corp*
40. *Muhibbah Marine Kuantan Sdn Bhd*
41. *Muhibbah Corporation (L) Ltd*
42. *Cambodia Land Ltd*
43. *Muhibbah Engineering (Philippines) Corporation*
44. *Muhibbah Myanmar Company Ltd*
45. *Muhibbah Airport Management Sdn Bhd*
46. *Muhibbah Engineering Laos Co. Ltd*
47. *Muhibbah Airport Services (Labuan) Ltd*
48. *Roadcare (M) Sdn Bhd*
49. *Societe Concessionnaire de l'Aeroport*
50. *Cambodia Airport Management Services Ltd*
51. *Freyssinet PSC (M) Sdn Bhd*
52. *Wabag Muhibbah JV Sdn Bhd*
53. *M&G Sutera 8 Sdn Bhd*
54. *Favelle Favco Bhd*
55. *Favelle Favco Cranes (M) Sdn Bhd*
56. *Favelle Favco Cranes Pte Ltd*
57. *Favelle Favco Cranes (USA), Inc*
58. *Favelle Favco Cranes Pty. Limited*
59. *FF Management Pty Limited*
60. *Milperra Blasting and Coating Pty Limited*
61. *Kroll Crane A/S*
62. *FES Equipment Services Sdn Bhd*
63. *Favelle Favco Winches Pte Ltd*
64. *Shanghai Favco Engineering Machinery Manufacturing Co Ltd*
65. *Favco Offshores Sdn Bhd*
66. *Favelle Favco Machinery and Equipment LLC*
67. *Favco Heavy Industry (Changsu) Co., Ltd (fka Favco Equipment (Shanghai) Co. Ltd*
68. *Exact Automation Sdn Bhd*
69. *Exact Analytical Sdn Bhd*
70. *Exact Oil and Gas Sdn Bhd*
71. *Sedia Teguh Sdn Bhd*