

1. Favelle Favco Berhad (19920107739 (249243-W)) and / or its group of companies ("**Favelle Favco Group of Companies**") will use the personal information you provide / have provided in your application form together with information we obtain directly from you or from third parties (e.g. from your referees and from carrying out security / credit checks), information we obtain as a result of our relationship with you such as personal identification details, financial and banking account details, health details, criminal convictions, race, religion and ethnicity, medical records, information in audio and/or video format (including voice, video recording, closed-circuit television ("**CCTV**") or security recording), images (including photographs) and biometric information (including your medical records collected, maintained and stored by Favelle Favco Group of Companies or third party health or insurance service providers on behalf of Favelle Favco Group of Companies) ("**Personal Data**"). This Personal Data may be collected and processed prior to and during the recruitment process and if you are subsequently employed by Favelle Favco Group of Companies, it will be used and maintained throughout your employment for:
 - a) Human resource management purposes including:
 - (i) for the identification and determination of eligibility for employment in the country in which Favelle Favco Group of Companies is established generally and qualification relevant to employment within Favelle Favco Group of Companies;
 - (ii) pre-employment verification of information provided by prospective employees which include: checking the accuracy and completeness of the details (such as qualifications) provided by prospective employees;
 - (iii) pre-employment vetting of prospective employees' background and circumstances which may include conducting background checks in relation to criminal records, obtaining information from credit bureaus to check for employees' creditworthiness, conducting reference checks in relation to employees' job suitability;
 - (iv) assessing individual work performance, attendance and disciplinary record;
 - (v) conducting employee disciplinary proceedings;
 - (vi) conducting training of employees;
 - (vii) obtaining and maintaining employee health records and information which include: requiring you to complete a medical questionnaire or undertake a medical examination;
 - (viii) reviewing salaries, bonuses and other benefits;
 - (ix) providing employee references which include: letters to third parties providing employee's details (excluding salary information) of employment within Favelle Favco Group of Companies;
 - (x) monitoring your business activities and communications (by monitoring CCTV, telephone, email and internet traffic data i.e. sender, receiver, subject; date and time of text messages; attachments to email; numbers called and duration of calls; domain names of web sites visited, duration of visits; and files downloaded from the internet) for reasons which include: providing evidence of business transactions; ensuring that our business procedures, policies and contracts with employees are adhered to complying with any legal obligations; monitoring standards of service, staff performance, and for staff training;

- (xi) disclosure to the employment, tax, immigration authorities and/or any governmental authorities;
 - b) Business process execution, including delivering services to clients, annual report preparation;
 - c) Disclosure to any potential buyers of Favelle Favco Group of Companies and/or part of the business of Favelle Favco Group of Companies pursuant to any due diligence exercise or any exercise of a similar nature;
 - d) Administration and management purposes;
 - e) Legal compliance;
 - f) Operating Favelle Favco's premises in a manner which is physically safe, secure and befitting of health and safety;
 - g) Quality control audits;
 - h) Financial or security checks;
 - i) Statistical analysis;
 - j) Assessment and analysis, credit checking, security settling;
 - k) Legal demand, legal proceedings or arbitration; and
 - l) All other matters relating to your employment with Favelle Favco Group of Companies as Favelle Favco Group of Companies considers to be necessary or appropriate.
2. Apart from information provided by you, Favelle Favco Group of Companies may obtain Personal Data on you from various reference checks, background checks or from the various governmental authorities.
3. We may disclose your information to our service providers, agents and the parties identified below for the above referenced purposes.
- a) any related companies and subsidiaries of Favelle Favco Group of Companies, including its affiliates, associate companies, shareholders, agents, representatives, service providers and business partners within and outside Malaysia, including those established in the future, such as organizations that provide and administer employee benefits and other services to Favelle Favco Group of Companies, including but not limited to legal advisors, auditors, insurance service providers, healthcare service providers and immigration related service providers for administrative purposes, economic efficiencies, benchmarking and transfer opportunities within Favelle Favco Group of Companies.
 - b) any person to whom Favelle Favco Group of Companies is compelled or required to do so under law, by court order or in response to a competent regulatory, law enforcement or government agency;
 - c) any person where public interest or our interests require disclosure;
 - d) any agent or third party service provider who provides administrative, commercial, professional, telecommunications, payroll services computer or other services to Favelle Favco Group of Companies in connection with our business;
 - e) any person seeking employment references;
 - f) financial institutions or credit check or reporting agencies and fraud prevention agencies;



EMPLOYEE PERSONAL DATA AND INFORMATION NOTICE

- g) pension or insurance companies with whom Favelle Favco Group of Companies has arranged benefit coverage for its employees; and
 - h) such clients, sub-contractors or third party service or product/service providers as Favelle Favco Group of Companies may determine to be necessary or appropriate for purposes of data storage or processing or human resource management or otherwise.
4. If at any time you provide us with personal information about another person, you shall ensure that you are authorized to do so.
 5. We may keep your information for a reasonable period of time after you cease to be employed by us in accordance with legal requirements.
 6. You have the right to request a copy of the information we hold on you and to update or correct any inaccuracies in your information by contacting the Human Resource Department.
 7. Failure to supply such Personal Data may affect your employment prospects or affect the ability of Favelle Favco Group of Companies to perform its obligations under any potential or existing employment contract or your ability to enjoy the benefits of your employment with us.
 8. We shall endeavor 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 your Personal Data and the accidental loss or destruction of, or damage to, your Personal Data.
 9. You have the right to request access to and correction of information about you held by Favelle Favco Group of Companies and you may:
 - a) check whether Favelle Favco Group of Companies holds or uses your Personal Data and request access to such data;
 - b) request that Favelle Favco Group of Companies correct any of your Personal Data that is inaccurate, incomplete or out-of-date;
 - c) request that your Personal Data is retained by Favelle Favco Group of Companies only as long as necessary for the fulfillment of the purposes for which it was collected;
 - d) request that Favelle Favco Group of Companies specify or explain its policies and procedures in relation to data and types of Personal Data handled by Favelle Favco Group of Companies; and
 - e) withdraw, in full or in part, your consent given previously.

in each case subject to any applicable legal restrictions, contractual conditions and a reasonable time period. In relation to paragraph 9(e) above, please note that notwithstanding the withdrawal of your consent, Favelle Favco Group of Companies may still proceed to process your personal data in circumstances recognized and permitted by law.

10. The person to whom written requests for access to Personal Data or correction and/or deletion of Personal Data or for information regarding policies and procedures and types of Personal Data handled by Favelle Favco Group of Companies is:

PDPA Manager, Favelle Favco Berhad

Address: Lot 586, 2nd Mile, Jalan Batu Tiga Lama, 41300 Klang, Selangor Darul Ehsan

Tel No.: +603 3349 5465

E-mail : pdpa@favellefavco.com.my

11. This Notice is provided in English and Bahasa Malaysia. The English version prevails in the event there are any inconsistencies between the two versions.

12. List of Favelle Favco Group of Companies:

- 1 *Favelle Favco Cranes (M) Sdn Bhd*
- 2 *Favelle Favco Cranes Pte. Ltd.*
- 3 *Favelle Favco Cranes (USA), Inc.*
- 4 *Favelle Favco Cranes Pty. Limited*
- 5 *FF Management Pty. Limited*
- 6 *Milperra Blasting and Coating Pty. Limited*
- 7 *Krøll Cranes A/S*
- 8 *FES Equipment Services Sdn Bhd*
- 9 *Favelle Favco Winches Pte Ltd*
- 10 *Shanghai Favco Engineering Machinery Manufacturing Co., Ltd*
- 11 *Favco Offshores Sdn Bhd*
- 12 *Favelle Favco Machinery And Equipment L.L.C*
- 13 *Favco Heavy Industry (Changshu) Co., Ltd.*
- 14 *Exact Automation Sdn Bhd*
- 15 *Sedia Teguh Sdn Bhd*
- 16 *Exact Analytical Sdn Bhd*
- 17 *Strata Niaga Sdn Bhd*
- 18 *Strata Niaga (B) Sdn Bhd*



EMPLOYEE PERSONAL DATA AND INFORMATION NOTICE

13. By signing and returning the Personal Data and Information Notice, you consent to Favelle Favco Group of Companies:
- a) Processing your personal information as described above;
 - b) Processing your sensitive personal information, including information relating to your health, criminal convictions, race, religion and ethnic origin for the purposes described above; and
 - c) Transferring your personal information to countries of other Favelle Favco Group of Companies, related companies and third party service providers outside Malaysia which may not provide the same level of data protection as Malaysia, if such transfer is necessary for the above purposes.
14. If you are not offered employment, Favelle Favco Group of Companies will keep your information for a reasonable period in accordance with legal requirements, for administration and record purposes, as part of our talent pool database. We may contact you if other job opportunities arise in the future which we think may be suitable for you. If you do not wish your data to form part of our talent pool database / do not wish us to contact you for future job opportunities, please tick (v) in this box. ☐

I have fully read and understood this Personal Data and Information Notice and by signing this, I consent the use of my Personal Data in accordance with the terms of this Personal Data and Information Notice.

Name :

Signature :

Date :