

PERSONAL DATA PROTECTION NOTICE

Connell Bros. Company (Malaysia) Sdn. Bhd. (“CBCM” or “we” or “us” as the case may be) endeavours to protect your personal data. This Personal Data Protection Notice (“Notice”), issued pursuant to the Personal Data Protection Act 2010, summarises important information regarding how we collect, process, use, disclose, transfer and retain personal data collected from you. Personal data is information that relates directly or indirectly about an individual, who is identified or identifiable from that information or from that and other information.

Collecting Personal Data

We collect personal data from you when you open an account or register with us (whether to become our supplier or to purchase goods or services from us), during the course of any of your commercial transactions and dealings with us, through your use of our website, posting information to public areas of our website, contacting us or making enquiry with us, supplying goods or services to us, purchasing goods or services from us, filling out an application form, survey or other form with your personal data included or asking us to provide you with information.

The types of personal data and documents which we may collect from you include:

- personal details such as name, title, gender, date of birth, national registration identity card / passport number, GST registration number and, if applicable, other identification details, signatures, copy of identity card / passport and, if applicable, other identification document;
- details required for contacting you or for delivering goods or services such as correspondence address, delivery address, e-mail address, facsimile number and telephone number;
- payment data such as bank account details, credit/debit card details, copy of bank account statement; and other related information or data required to verify and/or to process payment transactions (depending on the mode and manner of payment selected by you);
- data about your dealings with us, including but not limited to details of purchases and goods rejected or returned to us;
- feedback regarding products evaluations (such as assessment, comments and complaints);
- information and views about you which we may obtain from any other parties, for example, from your referees and from carrying out security, credit and/or other checks and from our assessment, opinion, appraisals and evaluations;
- market research data such as preferred/non-preferred goods and sources of supply; and
- any other personal data and documents as may be requested of you or which you may provide in or pursuant to any specific form/document/contract involving you or your participation.

The extent of and the exact personal data and/or documents that are collected from you may vary from case to case depending on a range of factors and circumstances, such as the nature of the transaction and dealings with you, specific needs and requirements and the extent and nature of goods or services purchased/required, or the desired form of communication.

Processing, Use, Disclosure & Transfer of Personal Data

We will process (which includes verify, hold, store, organize, adapt, retrieve, alter, modify, correct, erase, delete and/or destroy), use, disclose and/or share personal data and documents that we may be collecting or may have collected from you or which you may be providing or may have provided to us for, amongst others, the following purposes or any of them:

- to assess, evaluate and consider whether or not to accept and register you / a person / entity to be our supplier or customers (as the case may be), or to purchase goods or services from, or to supply or sell goods or services to you / such person / entity (as the case may be), or to continue with any of the aforesaid transactions or dealings;
- to contact or communicate with you regarding: (a) customer/client relationship management procedures; and (b) our activities, products and services (whether present or future), and those of our subsidiaries, affiliates, and related entities, and any of their related businesses;
- in order to enter into any agreement or contract for the purchase of goods or services from us or by us (as the case may be);
- to deliver goods, services or notices to you and to provide any ongoing customer care and support to you;
- for the conduct of promotional, marketing and customers profiling activities in connection with goods or services supplied or sold by or through us;

- for administration and management purposes including for: (a) credit assessment and other background checks and evaluation; (b) processing of payment transactions / instructions; (c) maintenance of your account with us; (d) collection of outstanding payments from you or others; (e) internal record keeping; and (f) research or statistical analysis;
- prevention or detection of crime, compliance with any legal, regulatory and statutory obligations, court order or requirements of any applicable law, rules, regulations, codes, guidelines and the like whether or not having the force of law; and
- any other purposes stated herein, any contract with you, or in our personal data protection notice/privacy policy (as may be amended or modified from time to time).

We may share and disclose your personal data to any of the following categories/classes of third parties:

- our parent, subsidiaries and any other related or affiliated corporations (including those to be established in the future);
- any regulatory, statutory, governmental or other relevant authorities, bodies or agencies and industry regulators, and any other person to whom we are compelled, required or permitted to do so by law, rules or regulations, legal process or litigation;
- our business partners, contractors, advisers, consultants and other service providers (whether in or outside Malaysia) in connection with any of the purposes stated in this Notice and/or to perform functions on our behalf or to provide administrative or other services to us or those related to our business (such as warehousing and delivery, marketing, advertising and printing, information technology and software development, website hosting and management, office services, legal, accounting, audit and other professional service providers); and
- any relevant person, party or adviser in connection with any joint venture, collaboration, acquisition or any proposal relating thereto involving us or any part of us or all or any part of our business, assets or liability or in connection with any merger or reconstruction involving us.

All of the purposes stated in the above 2 paragraphs shall hereinafter be referred to collectively as “the Purposes”.

Your personal data will be transferred to our corporate headquarters in the United States of America, our regional headquarters and/or our related corporations for processing and data storage. Your personal data may also be transferred to one or more other locations outside Malaysia if required or deemed necessary or desirable by us in connection with any of the Purposes.

Failure to Provide Personal Data

It is obligatory for you to provide your personal data and relevant documents to us to enable us to process such personal data for any of the Purposes. Otherwise, we will not be able to use, process or disclose or continue to use, process or disclose your personal data for the purposes of (as applicable) our supply and sale of goods or services to you, or for you to supply goods or services to us, and for any of the Purposes.

Security

We will take reasonable precautions to safeguard your personal data and will endeavour to implement appropriate measures as may be required by applicable laws to protect your personal data from unauthorised or unlawful use or processing and unauthorised or accidental access or disclosure, alteration or destruction of your personal data. However, we have no control over the privacy and security of any communication while it is in transit to us.

Retention

We will not retain your personal data longer than reasonably necessary for the Purpose such personal data was provided to us save as may be permitted or required in accordance with the legal requirements.

Access To & Correction of Personal Data, Questions and Further Information

You may contact us and (subject to the payment of fee not exceeding the amount permitted by law, if any, where applicable) make inquiries, complaints and/or request, in writing, for access to, or correction of, your personal data held by us or to limit the processing of your personal data by submitting such request to the Personal Data Protection Officer via e-mail or via registered post or personal delivery to the address set out below:

Telephone No.: 603-51220070

E-mail address: CBCMYINDUSENQ@wecocbc.com

Postal address: Connell Bros. Company (Malaysia) Sdn. Bhd., Plot 14, Jalan 31/48, Seksyen 31, Kota Kemuning, 40460 Shah Alam, Selangor Darul Ehsan, Malaysia.

Any request of access or request of correction or limiting the processing of your personal data is subject always to the requirements, restrictions and the provisions of the Personal Data Protection Act 2010 and any rules, regulations, orders, codes and our rights thereunder.

We may review, update, amend or modify this Notice from time to time to reflect changes in law and our business practices, policies and procedures. While it may not be feasible to notify you of changes to this Notice, the latest version of this Notice may be available at our website at www.connellbros.com. You are advised to check our website regularly to read the most recent version of this Notice.