

## PERSONAL DATA PROTECTION ACT 2010 NOTICE

### General

This Personal Data Protection Act 2010 Notice (“**Notice**”) sets out how Sime Darby Oils Professional Sdn. Bhd. (“**we**” or “**us**” or “**our**”) collects, uses, maintains and discloses your information in respect of commercial transactions and how we safeguard the information in accordance with requirements under the Personal Data Protection Act 2010 (“**Act**”). Personal data will include information that relates directly or indirectly to you and identifies you as an individual. Please ensure that you have read and understood this Notice before accessing our website or providing your personal data to us.

### Purposes of Processing

The purposes of which your personal data will be collected and processed by us, include but not limited to the following:

- to improve our products and services;
- to enable you to provide goods or services to us;
- to process and manage your participation in any contest/programme related to the public organised by us;
- to conduct internal activities;
- to assess your job application;
- to send you festive messages, promotional message and special offers;
- for internal record keeping;
- for security and fraud prevention purposes;
- for the purposes of statistical analysis of data;
- for profiling your preferences;
- for finance and marketing activities;
- for the purposes of investor relations matters;
- for the investigation of complaints, misconduct and suspected suspicious transactions (including but not limited to carrying out due diligence and/or other screening activities);
- for the purposes of inclusion in media engagements and/or any relevant or related events;
- for the purposes of us preparing guest invitations, registration and/or sign-ups for our events;
- for the purposes of printed and on-line publications;
- for general administrative and management purposes;
- for all other purposes in connection with or incidental to any of the above; and/or
- for all other purposes required or permitted by legislative, statutory and regulatory requirements,

(collectively, “**the Purposes**”).

### **Information Collected**

Your personal data will be collected from various online forms available when you are accessing our website, existing guest lists, business cards, guest books and/or any events organised by us and/or any of the Group (as hereinafter defined below).

You may be required to supply us with the personal data which include but not limited to your name, identification number (IC), passport number, correspondence address, nationality, telephone number and email address. The aforesaid personal data is not exhaustive and may include other personal data depending on the nature of dealings or transaction between you and us.

Your refusal to provide us with such personal data may result in us not being able to process and/or disclose your personal data for the above Purposes.

### **Disclosure of Your Personal Data**

Please be informed that your personal data may be disclosed, disseminated and/or transferred to other companies within our group (including the holding company, subsidiaries, associated, related and affiliated companies as well as their subsidiaries, associated and affiliated companies, both local and international), whether present or future (collectively, “**the Group**”) or to any third party organisations or persons 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.

We are committed in ensuring the confidentiality, protection, security and accuracy of personal data that you provide to us. Nevertheless, it is your obligation to ensure that all personal data submitted to us and retained by us are accurate, not misleading, updated and complete in all aspects. For the avoidance of doubt, we and/or the Group and/or our employees or authorised officers or agents will not be responsible for any personal data submitted by you to us that is inaccurate, misleading, incomplete and not updated.

### **Access and Correction to Information**

You may submit your request to access to your personal data by submitting such request to us at any time after the submission of your personal data in the event you:

1. 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;
2. wish to enquire about your personal data; and
3. are no longer agreeable to us retaining, holding or storing your personal data. However, please note that this may result in us not being able to properly perform or fulfil our obligations to you in respect of the Purposes.

### **Retention Period**

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.

### **Your Consent**

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.

### **Consent of Third Party**

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.

### **Right to Amend**

We reserve the right to update, revise, vary, amend and/or modify this Notice from time to time. Any material changes will be posted on our website with the updated Notice.

**Version of this Notice is as at December 2021.**