

## **PRIVACY POLICY**

### **PERSONAL DATA PROTECTION NOTICE**

Kim Hin Industry Berhad (which include any of its subsidiaries, associate companies and jointly controlled entities) ("Kim Hin") recognize the importance of privacy and the sensitivity of data. In line with the Personal Data Protection Act 2010 (the "**Act**"), this notice ("**Notice**") is to inform you how we collect and process your personal data.

By providing us your personal data, by accessing and/or using our website, by interacting with us or by engaging us to provide any services to you, you consent to us collecting and processing your personal data in the manner contemplated in this Notice.

This Notice may be amended and revised from time to time. We advise you to check our website ([www.kimhin.com.my](http://www.kimhin.com.my)) from time to time for any amendments or updates to this Notice. By you continuing communicating with us, accessing and/or using our website, engaging us to provide services to you, it would confirm your acceptance to the amendments or updates to this Notice.

#### **Types of Personal Data**

**Personal Data** means any information in our possession or control that relates directly or indirectly to you (or any other individual) to the extent that you (or that other individual) are identified or identifiable from that information. Personal Data shall include any sensitive personal data and expression of opinion as defined below.

**Sensitive personal data** means any personal data consisting of information as to the physical or mental health or condition of a data subject, his political opinion, his religious beliefs or other beliefs of a similar nature, the commission or alleged commission by him of any offence or any other personal data as the Minister may determine by order published in the Gazette;

**Expression of opinion** includes an assertion of fact which is unverifiable or in all circumstances of the case is not practicable to verify.

#### **Collection of Personal Data**

The Personal Data which we collect and process (now and in the future from time to time) may include (depending on your commercial relationship with us) but not limited to your name, identification card number (NRIC No.), passport details, nationality, age, address, telephone no, fax number, bank details, gender, date of birth, personal interests, email address, your occupation, your designation in your company, your company details, the industry in which you work in, any information about you which you have provided to Kim Hin in registration forms, application forms, and other similar forms and/or any information

about you that has been or may be collected, stored, used and processed by Kim Hin from time to time and includes sensitive personal data as well as expression of opinions.

The provision of your Personal Data is voluntary. However if you do not provide Kim Hin your Personal Data, Kim Hin may not be able to process your Personal Data for the purposes and additional purposes outlined below.

Certain data requested by us are mandatory which you must provide us and agree to the processing of such mandatory data by us, failing which we will not be able to provide products and services to you.

### **Sources from which your Personal Data may be obtained**

In addition to the Personal Data you provided to Kim Hin directly or under Kim Hin's respective brands, Kim Hin may collect your Personal Data from a variety of sources such as:

- Application forms, feedbacks forms, registration forms or other similar forms;
- From Kim Hin's social media forums including but not limited to Facebook pages, if you follow, like or are a fan of such pages;
- When you interact and communicate with Kim Hin through our contact details, promoters and advisers;
- When you interact and communicate with Kim Hin at any events or activities;
- By using Kim Hin related websites, which includes all websites operated by Kim Hin and under the name of its respective brands ("websites"). The list of websites can be found in the Business directory at [www.kimhin.com.my](http://www.kimhin.com.my); and
- Cookies used on the websites.

### **Purposes of Processing**

Kim Hin may use and process your Personal Data for business and activities of Kim Hin which shall include, without limitation the following ("the **Purposes**"):-

- To perform Kim Hin's obligations in respect of any contract entered into with you
- To provide you with any services or products you have requested
- To process your requests/order and deliver your requests/order to you
- To process your purchase and/or request

- Process, manage or verify your purchases with Kim Hin and to deliver to you're your purchases
- To validate your purchases and process payments relating to any product or services you have requested
- To understand and analyse our sales as well as your needs and preferences
- To develop, enhance and provide products and services to meet your needs
- To process exchanges or product returns;

*Generally, to also:*

- respond to questions, comments and feedback from you;
- communicate with you for any of the purposes listed in this Notice;
- For internal administrative purposes, such as auditing, data analysis, database records;
- For purposes of detection, prevention and prosecution of crime; and
- For Kim Hin to comply with its obligations under law;

If you do not consent to Kim Hin processing your Personal Data for the Purposes, please notify Kim Hin using the contact details stated below.

### **Transfer of Personal Data**

Your Personal Data may be transferred to be processed in a jurisdiction other than Malaysia, to companies under Kim Hin which are located outside of Malaysia and/or where Kim Hin servers are located outside of Malaysia. You understand and consent to the transfer of your Personal Data out of Malaysia as described herein.

### **Disclosure of Third Parties**

Your Personal Data may be transferred or disclosed to third parties for the Purposes. Further, Kim Hin may engage other companies, service providers or individuals to perform functions on its behalf, and consequently may provide access or disclosure to your Personal Data to such service providers or third parties. The third parties referred to in this section include (without limitation):-

- Delivery agents such courier services agents, postman;
- Marketing research companies;
- Service providers, including, information technology (IT) service providers for infrastructure, software and development work;
- Web server hoster and manager, customer relation manager, content management companies;
- Professional advisors and external auditors, legal advisors, financial advisors and consultants;

Your Personal Data may also be disclosed in the day to day activity of the business operations as well as in connection with corporate transactions, such as a sale of a subsidiary or a division, merger, consolidation, or asset sale, or in the unlikely event of winding-up.

### **Access & Correction**

Subject to any exceptions under applicable laws, you may request for access to and/or request correction of your Personal Data and/or to limit the processing of your Personal Data in the manner contemplated in this Notice and/or make any inquiries regarding your Personal Data by contacting:-

Person in charge: Personal Data Protection Team

Telephone No: 082-451567

Operating Hours: Mondays to Fridays (except public holidays) from 8 a.m.-5.30 p.m.

Address: 4 ½ Mile, Kung Phin Road, Off Penrissen Road, 93250 Kuching, Sarawak.

Kim Hin reserves the right to impose a fee for access of your Personal Data in the amounts as permitted under law.

In respect of your right to request to access and/or request to correct your Personal Data, Kim Hin has the right to refuse such requests for the reasons permitted under law, such as where the expense of providing access to you is disproportionate to the risks to your or another person's privacy.

If you do not wish for your Personal Data to be collected via cookies on the websites, you may deactivate cookies by adjusting your internet browser settings to disable, block or

deactivate cookies, by deleting your browsing history and clearing the cache from your internet browser.

### **Links to Third-Party Websites**

The websites may contain links to third parties' websites. Please note that Kim Hin is not responsible for the collection, use and/or disclosure of Personal Data by such third parties. If you provide Personal Data directly to such sites, the privacy policy and terms of service on those sites are applicable and Kim Hin is not responsible for the processing practices or privacy policies of such sites.

### **Obligation to Provide Personal Data**

We acknowledge that you have the right to decide the Personal Data you wish to provide to us. However, please note that if you do not provide your Personal Data or limit the way such data is to be processed, it may hinder our ability and/or our performance of services to you, and the fulfilment of the Purposes as set out in this Notice.

We trust that you consent to the terms above with respect to our processing of your personal data. If you do not contact us within fourteen (14) days of this Notice, we have learned that you have opted in. Please contact our Personal Data Protection Team if you wish to opt out. In any event, you can reach our team should you wish to clarify such terms contained in our Notice, updated privacy policy and future amendments relating to this Notice.

This policy is available in both English and Malay language. In the event of discrepancies or inconsistencies between the English and Bahasa Malaysia version, the English language version shall prevail.