



**PCM STEEL PROCESSING SDN. BHD.**  
**Registration No. 199501005918 (335115-H)**

**PERSONAL DATA PROTECTION NOTICE**

This Personal Data Protection Notice (“**Notice**”) sets out how PCM Steel Processing Sdn. Bhd. (“**the Company**”) collects, uses and protects your Personal Data which you have provided to the Company.

**1. PERSONAL DATA**

1.1 The “Personal Data” collected by the Company may include but not limited to the following:

- i. Your name, date of birth, identification supporting documents (including NRIC number or passport number), gender, nationality and race, contact details (including office and facsimile number), correspondence address, email address, bank account information, financial/creditworthiness information;
- ii. Employment category (government sector, private sector, self-employed, non-working or others), name of employer and office address, details of relationship with the company (e.g. director, shareholder, marketing executive);
- iii. Particulars of your spouse or family and information which may identify you, your spouse or family members that has been or may be collected, stored, used and processed by the Company from time to time; and
- iv. Any additional information provided by you or third parties about you.

1.2 In addition to the Personal Data that you provide to the Company directly (whether when engaging us to provide our services or during any communication with the Company), the Company may also collect your Personal Data from various other sources, including without limitation, from online search tools, information obtained from third parties through lawful sources including but not limited to Companies Commission of Malaysia, National Registration Department of Malaysia, RAM Holdings Bhd, Insolvency Department of Malaysia, Immigration Department of Malaysia or public registries, websites, social media, publications or at events organized or participated by the Company.

1.3 In respect of personal data of third parties such as your spouse and family members, you warrant that you have obtained their consent allowing us to process their personal data and you will extend a copy of this Notice to them.

## **2. PURPOSE OF PROCESSING OF PERSONAL DATA**

2.1 Personal data you provide/have provided and/or collect/has collected by the Company will be processed in the manner and for the purposes as described below, as applicable:

- i. To verify your identity;
- ii. To communicate with you including responding to your enquiries and comments;
- iii. For the purposes of promoting, offering or marketing our services and/or products to you;
- iv. To process your purchase or request for enquire on products from the Company;
- v. To process exchanges or product returns;
- vi. For the Company's internal administrative purposes including historical and conflict checking purposes and/or internal record keeping, file management, billing and collection, audits, reporting, investigations;
- vii. For the purposes of enforcing or defending our legal rights and/or obtaining legal advice;
- viii. For the purposes of assisting in the prevention, detection or investigation of crime or possible criminal activities or for the administration of justice;
- ix. To provide such necessary information to any regulatory or governmental authorities as required by statutory, regulatory or governmental requirements;
- x. For the Company to comply with its obligations under law or any regulations imposed by regulatory or governmental authorities; and
- xi. For preparing any document or instrument which may be required for the purposes set out in sub-paragraph (i) to (x) above and such other ancillary work in connection with sub-paragraph (i) to (x) above, including but not limited to, preparing the necessary contract or agreement or instrument to which you are a party, preparing affidavits and/or legal documents.

and you agree and consent to the Company using and processing your Personal Data in the manner as identified in this Notice.

2.2 It is voluntary for you to supply your Personal Data to the Company. However, if you do not wish to provide your Personal Data, the Company may not be able to:

- i. Communicate effectively with you; or
- ii. Provide you the services, notices and/or products that you requested.

### **3. DISCLOSURE OF PERSONAL DATA**

- 3.1 Your Personal Data provided to the Company or obtained by the Company shall be kept confidential by the Company. However, it may be necessary for the Company to engage third party companies, service providers or individuals to perform certain services on the Company's behalf. In such event, you hereby agree and consent that the Company may disclose and transfer your Personal Data to the third parties, within or outside Malaysia, including without limitation, as follows:
- i. Any persons directed by or consented to by you;
  - ii. The Company's data processors i.e. third party who the Company engages to process personal data on the Company's behalf including but not limited to archival storage, data entry service providers, computer backup services, disaster recovery services, storage facility providers etc.;
  - iii. Banks and financial institutions;
  - iv. External advisors and other professional advisors, such as legal advisors, tax advisors, financial advisors, auditors, insurance brokers; and
  - v. Such other party as the Company deems necessary not mentioned in the above.
- 3.2 The Company shall also disclose and transfer the information to any statutory bodies, regulatory bodies and/or governmental authorities where legally required to do so.

### **4. EMAIL AND WEBSITE**

- 4.1 Any Personal Data contained in the emails and "Enquiry" messages sent via the Company's Website to the Company shall be used and processed in the manner set out in this Notice. The content of the messages shall be strictly monitored by the Company.
- 4.2 If you do not wish for your Personal Data to be collected via cookies on the Website, please configure your internet browser to disable, block, delete or deactivate cookies, by deleting your browsing history and clearing the cache from your internet browser.
- 4.3 The Company's Website may contain links to other sites and pages. The Company shall not be responsible for any Personal Data or information that you may provide to other entity via the links.

## **5. REQUEST FOR ACCESS AND INQUIRIES**

- 5.1 You may at any time hereafter request for access to, or request for rectification or correction of your Personal Data or limit the processing of your Personal Data by the Company, as the case may be, however subject to the exceptions and restrictions as may be contained under the applicable law. If you wish to do so, please contact:

**Finance Manager**

**Address: Lot Plo 122, Jalan Firma 1/3**

**Tebrau Industrial Estate 1**

**81100 Johor Bahru, Johor, Malaysia**

**Tel : 07 – 351 0500**

You may also contact the Company via the above contact details if you have any inquiries or complaints in respect of your Personal Data provided to the Company.

- 5.2 Please note that the Company has the right to refuse your request to access and/or make any correction to your Personal Data to the extent permitted under the applicable law.
- 5.3 In the event of any change in your personal data, you are obliged to promptly contact and notify the Company via the contact details set out in paragraph 5.1 above.

## **6. ACKNOWLEDGEMENT AND CONSENT**

- 6.1 By communicating with the Company to provide its services and/or products or by accessing the Company's website ("Website") or by continuing to use the Company's services or products or remaining an account or accounts with the Company, you hereby consent to the processing of your Personal Data by the Company the services that you have requested from the Company.
- 6.2 The Company shall have the right to modify, update or amend the terms of this Notice at any time by giving notice in writing. By continuing to communicate with the Company or by continuing to use the Company's services or products or remaining an account or accounts with the Company following the modifications, updates or amendments to this Notice shall signify your acceptance of such modifications, updates or amendments.