



UNITED KOTAK BERHAD (Co. No.: 78806-V)

(A Member of Oji Group)

(GST ID NO :001143508992)

No 9, Jalan Seroja 4, Indahpura Industrial Area,

Bandar Indahpura, 81000 Kulajaya, Johor, Malaysia.

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OJI

Beyond the Boundaries



United Kotak Berhad's Privacy Notice

This privacy notice describes the types of personal data defined below that United Kotak Berhad (hereinafter referred to as "UKB" or "we" or "us" or "our") collects about our internal and external interested parties. The purposes of collecting and using such information, the classes of third parties to whom we may disclose your personal data and the choices and means we offer to limiting its uses and disclosure. We collect and process personal data of internal and external interested parties (collectively, "personal data"), including but not limited to:

- Name, related address, related telephone number, and email address, that may be necessary for identification, security and contingency planning purposes;
- NRIC number or its equivalent, bank account number, and other information that may be necessary for purposes of commercial transaction.
- Other information that may be necessary for legitimate business purposes or as required by applicable legal requirements.

We may also process personal data which is considered 'sensitive' by applicable laws, including but not limited to personal data relating to your employment, businesses, political opinions, religious and philosophical beliefs, commission or alleged commission of any offence and court ordered actions (collectively, "sensitive personal data"). Personal data shall include sensitive personal data for the purpose of this notice. Your personal data may be used for the following purposes:

- Recruitment and staffing;
- Administration of compensation, health insurance, benefits programs and payroll administration;
- Temporary or permanent relocation;
- Performance management and training;
- Advancement and succession planning;
- Recreational activities;
- Surveys and compilation of statistics;
- Disciplinary action and investigations thereto;
- The protection of our company, our personnel and the public against injury, theft, legal liability, fraud or abuse;
- Compliance with applicable legal requirements and risk management;
- Our legitimate business purposes, which may include the day-to-day conduct of the business, the sale or transfer of all or part of the business, and the conduct of litigation, investigations or dispute resolution; and/or
- Other purposes that are appropriate or authorized by applicable law.

We may also obtain personal data from you directly or from third parties in connection with:

- References and background checks;
- Performance evaluations;
- Internal investigations;
- Locating you or your dependents after you cease to be in employment with us for purposes of administering retirement, pension or other benefits (if applicable); and/or
- Other purposes that are appropriate or authorized by applicable law.

We may transfer personal data to any of our related companies within Oji Group which may be located in another country. We may also disclose your personal data to third parties such as service providers for reportorial requirements with various government agencies and for law enforcement, judicial or administrative proceedings and the coordination and management of disciplinary actions and related investigations. We may also disclose your personal data when we are required to do so by law or in the context of a merger or acquisition transaction. In the event that we engage external service providers, specific security and confidentiality safeguards have been put in place to ensure your personal data protection rights remain unaffected. If we are contacted by any organizations or institutions, including banks or advocates and solicitors or your future employers conducting reference checks, to verify and/or seek references with respect to your employment with us and your personal data for commercial purposes, you consent to us verifying and disclosing the same.

We and our authorized representatives or agents may preserve, monitor, access, duplicate and/or examine records, documents and other information, including email correspondence, sales workforce call notes, internet log files, security badge-reader data, and similar data, residing on our networks, computers, and other electronic devices used by employees and/or contract hires. Some of these materials may contain personal data relating to you. We will only do so where there are reasons for doing so, including situations where we must protect our legal rights and interests, investigate suspected violations of law or internal policies, or respond to valid law enforcement requests, and only where and in the manner permitted by law. We will apply due care to ensure that our efforts are targeted and proportionate, and will try to exclude, to the greatest extent practicable, irrelevant materials or information.

You may request for access to or correction of your personal data or limit the processing thereof at any time hereafter by submitting such request to us in writing to enquiries@ukb.com.my. Any inquiries or complaints with respect to your personal data should also be channeled to us in this manner.