

## Personal Data Protection Policy

This is the Personal Data Privacy Policy (this “Policy”) of Agensi Pekerjaan My Recruit Direct Sdn Bhd (“we”, “us”, or “our”) and we are committed to protect and safeguard your personal data in accordance with the Personal Data Protection Act 2010. Personal data is defined in clause 1 hereinafter.

Our certificate number issued by PESURUHJAYA PERLINDUNGAN DATA PERIBADI (DEPARTMENT OF PERSONAL DATA PROTECTION) is **SS-SB25082023-01489**

This Policy applies to all candidates who have applied any position with us.

By providing your personal data to us and/or continuing access to our website (“Website”), you confirm that you have read and understood this Policy and hereby authorise us to process your personal data in accordance with the manner as set out in this Policy

### 1. COLLECTION OF PERSONAL DATA

#### 1.1 Personal Information

Name, Age, Gender, Identity Card Number, Passport Number, Date of Birth, Photograph, Education qualifications, Professional qualifications, Race, Medical Report, Banking account, Nationality)

#### 1.2 Contact Details

Email, Address, Phone Number

#### 1.3 Family Information

Marital Status, Name of Spouses or Child, Immediate Family Member

#### 1.4 Occupation Details

Employer Name, Income, Job Title, Current & Expected Salary, Job Responsibilities, Employer’s contact Information/Address, reporting structure, References contact details

### 2. PURPOSES OF USE

All personal data collected, may be used by us for the following purposes including not limited to:

- 2.1 To verify accuracy of your personal particulars provided;
- 2.2 To process your applications for any suitable job openings;
- 2.3 To get potential references with regards to any suitable job openings;
- 2.4 To maintain our candidates’ databank;
- 2.5 To respond to your queries or required information;
- 2.6 To share your personal data with potential clients on job openings;
- 2.7 To conduct references check; and
- 2.8 To provide you with our events, services and seasonal greeting message from time to time;
- 2.9 For to use for any other purposes required by law or regulations.

### 3. WITHDRAWING CONSENT

The consent that you provide for the collection, use and disclosure of your personal data will remain valid until such time it is being withdrawn by you in writing.

You may withdraw consent and request us to stop using and/or disclosing your personal data by submitting your request in writing or via email to our Data Protection Officer at [enquiry@myrecruitdirect.com](mailto:enquiry@myrecruitdirect.com).

Upon receipt of your written request to withdraw your consent, we may require reasonable time for your request to be processed and for us to notify you. In general, we shall seek to process and effect your request within 3 working days of receiving it.

We may amend this Policy from time to time and published the updated Policy at our Website. However, an individual notice will not be sent to you. By using our services, you shall be deemed to have agreed to the amended Policy.

Last updated: 1st September 2023

Established: 1<sup>st</sup> September 2023

**Agensi Pekerjaan My Recruit Direct Sdn Bhd**

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MALAYSIA

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