



Personal Data Protection Notice

At SKVE Holdings Sdn Bhd (“we” or “us”), we are committed to protect your personal information and your privacy in accordance with the Personal Data Protection Act 2010 of Malaysia (PDPA).

Please read this Privacy Policy to understand how we use the personal information we may collect from you. By providing your personal information to us, you are consenting to this Privacy Policy and the collection, use, access, transfer, storage and processing of your personal information as described in this Privacy Policy.

1. Collection and Source of Personal Data

1.1 We may collect and obtain your Personal Data from various sources but not limited to the following:

- i. Directly from you by whatsoever means and/or in whatever manner;
- ii. Obtained independently from publicly available sources or other lawful sources;
- iii. Through the Site and from cookies used on the Site;
- iv. Obtained from various entities or divisions within the Group; and
- v. Obtained from third parties.

1.2 For the purpose of this Privacy Policy, Personal Data means information about you, from which you are identifiable, including but not limited to your name, age, telephone, mobile and facsimile number, email address, residential and/or office address, identity card number/passport number, gender, date of birth, marital status, race, nationality, occupation, children’s details, photographs and voice and/or likeness in audio and/or video format, income range, current or former employer’s details, bank details, your personal interest and preferences to help us tailor on our services which would suit you best and any other information about you which you have provided to us from time to time.

2. Purposes of Collecting Personal Data

Personal data that you provided will be processed by us for, amongst others, the following purposes as applicable:

- i. Providing customer care and enhancing users satisfaction, including but not limited to, resolving complaints, dealing with and/ or responding to requests and enquiries
- ii. Promoting, advertising and enhancing our services;
- iii. Human resources, employment and recruitment purposes; and includes training of staff
- iv. Storing and processing of personal data relating to the user, supplier, etc in the data storage systems;
- vi. Billing, taxation and/ or auditing purposes;
- vii. Information and security purposes, including but not limited to managing and administrating e-mail, handling and investigating any security related issues, vulnerability, and/or incidents;



- viii. Legal purposes (including but not limited to obtaining legal advice and dispute resolution);
- ix. Disclosing personal data to the government authorities and/or authorized third party as required by law and/or within the responsibility of SKVE; and
- x. As reasonably contemplated by the nature of any transaction.

3. Disclosure

Your personal data may be disclosed by the Company to the following parties:

- i. Law enforcement agencies.
- ii. Government agencies.
- iii. Companies and/or organizations that act as our agents, contractors, service providers and/or professional advisers.
- iv. Companies and/or organizations that assist us in processing and/or otherwise fulfilling transactions and providing you with Products and/or Services that you have requested or subscribed for.
- v. Our business associates and other parties for purposes that are related to the purpose of collecting and using your personal information.
- vi. Any credit reporting agencies or in the event of default, any debt collection agencies subject to the permitted law applicable to us.
- vii. Any of the companies within the Group which may require your personal information
- viii. Other parties in respect of whom you have given your express or implied consent.

4. Protection of Data

We shall keep and process your data in a secure manner. We endeavor, where practicable, to implement the appropriate administrative and security safeguards and procedures in accordance with the applicable laws and regulations to prevent the unauthorized or unlawful processing of your Personal Data and the accidental loss or destruction of, or damage to, your Personal Data.

5. Retention

We will retain your personal information in compliance with this Policy and/or the terms and conditions of your agreement(s) with SKVE for the duration of your relationship with us. We also may require to keep this information as it may be necessary to protect the interests of SKVE and/or its customers. Therefore, we reserve the right to keep your personal information when it is required by the law and/or by SKVE's relevant policies. We shall also take all reasonable steps to ensure that all personal data is destroyed or permanently deleted if it is no longer required for the purpose for which it was to be processed.

6. Consequences

Where indicated (for example in registration/application forms), it is obligatory to provide your personal information to us to enable us to process your application for our Projects and/or Services. Should you



decline to provide such obligatory personal information, we may not be able to process your application or provide you with our Projects and/or Services.

7. Access & Correction

If you wish to have access to your personal information in our possession, or if you are of the opinion that such personal information held by us is inaccurate, incomplete, misleading, not relevant or not up-to-date, you may make a request to us by emailing to hr_csd@skveholdings.com

Should you have any queries, concerns or complaints in relation to Privacy Policy, kindly contact HR Department during office hours (between 8.30am to 5.30pm, Monday to Friday) through the said email or contact number 03-3191 6626.

8. Third party consent

In the event that we may require or have to deal the Third parties given by you (such as your emergency contact person, references, lawyers, contractors, financier or other related), we trust that you already have obtained sufficient consent of such Third parties to allow us to process their personal data.

9. Changes to company policy

We may amend this Privacy Policy from time to time and the updated version shall apply and supersede any and all previous versions, including but not limited to, leaflets or hard copy versions. Please check our website for our most up-to-date practices.

10. Language

This Privacy Policy is issued in both English and Bahasa Malaysia. In the event of any inconsistencies between the English version and Bahasa Malaysia version, the English version shall prevail.