



LAPASAR SDN BHD

201601027289 (1198228-D)

Formerly known as TENDERIN SDN BHD

Mapletree Logistics Hub Shah Alam, Lot 1.3 and Mezzanine Suite 1.4

First Floor, Block 1, Persiaran Jubli Perak, Jalan Jubli Perak 22/1A,

Seksyen 22, 40300 Shah Alam, Selangor Darul Ehsan

Personal Data Protection Policy Statement

"The Company " means Lapasar Sdn Bhd (formerly known as Tenderin Sdn Bhd), a company duly registered in Malaysia with the company number 1198228-D as the employer.

"Employee" means an employee who has been hired by the company including a contract employee, employee on probation and internship student.

Collection of Personal Data

1. Your personal information collected in this form or otherwise provided. ("Personal Data") is processed, recorded, stored, used and retained by the company.

- a. to manage and / or process your data;
- b. to enable us and / or our selected authorized third parties to send you information by email
- c. telecommunication means (telephone call or text messages) or via social media concerning related and
- d. surveys and / or special tasks/ events/ training/ promotional materials, brochures which we consider will or may interest you;
- e. background checks of employee - we may determine to be necessary or appropriate;
- f. to notify you of changes in our services and offerings, if any;
- g. to enable us to analysis test and examination results in order to identify the strength and weaknesses of employee
- h. for research, benchmarking and statistical analysis purposes to develop and evaluate employee's skill
- i. feedback and enquiry purposes in relation to the services offered by us;
- j. our internal record keeping.

2. It is obligatory for you to provide all of the categories of Personal Data which we request from you. Failure to supply Personal Data will result in:-

- a. unable to provide and / or update you with the latest service, training, events, and / or information requested.

Confidential and disclosure of personal information

We assure you that the company will not provide or sell information to any third party and will keep all information confidential. Each employee (data keeper) should refrain themselves from abusing the company's data under his/her care for personal gain or to the benefits of another person /organization.

An employee who failed or deliberately fails to follow lawful instructions may be construed to have committed an act of insubordination and/or inefficiency. In such case, the Management reserves the right to take necessary disciplinary actions against him/her. Underlying these guidelines are seven principles:-

To avoid conflict of interest; employee must not engage directly or indirectly in any business activity that competes with or comes into direct conflict with the interest of the Company.

- a. To prevent misuse of position. Employees must not use the data for their personal advantage.

- b. To prevent misuse of information. Employees shall not utilize any information gained through the Company's operations either for personal gains or for any other purposes other than that which is intended by the Company.
- c. To ensure completeness and accuracy of relevant records. All records and computer files or programs of the Company, including personal files, financial statements and client's information, must only be accessed and used in accordance with the rules and regulations that are stipulated by the management. No sharing of files to people outside the organization. The employee is allowed to access at home or remotely but only by the same person; every person is responsible for their own files/data.
- d. To ensure confidentiality of communication and transactions between the Company and the clients. Employees (data keeper) must take every precaution to ensure the confidentiality of the clients pertaining to information given and transactions that have been carried out. No employee during or after termination of his/her employment with the Company, shall disclose or make use of any information obtained during his/her employment with the Company including any trade secrets, copyright materials correspondences, accounts or information on dealings of the Company with its clients.

Personal Data provided to us will, generally be kept confidential but however it may require us to disclose information to the following parties:

- a. any person to whom we are compelled or required to do so under law, or in response to a legitimate instruction from a competent or government agency;
- b. where applicable, third parties who provide related services or products in connection with our business such as insurance agencies, vendors, clients and partners.
- c. PTPTN, LHDN, EPF, SOCSO - government agencies, statutory authorities and industry regulators;
- d. auditors, consultants, accountants or other financial or professional advisers.

Request for access and/or correction of personal data

You may request to access and/or correct your Personal Data currently in our system or control by submitting a written request to us by contacting our HR personnel at hr@lapasar.com.

Updates to Privacy 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.

I _____ NRIC: _____ Title: _____
_____ hereby understand and agree to this policy.

Name:

Date: