

**PERSONAL DATA PROTECTION NOTICE**  
**(For Employees & Potential Employees)**

**A. Introduction**

**LTKM Berhad** and its wholly owned subsidiaries, **LTK (Melaka) Sdn. Bhd.**, **LTK Bio-Fer Sdn. Bhd.**, **LTK Omega Plus Sdn Bhd.**, **LTK Development Sdn. Bhd.**, **Firstville Development Sdn. Bhd.**, **Jarom Firstville Sdn. Bhd.**, **LTK Properties Sdn. Bhd.** and **Lumi Jaya Sdn. Bhd.** (collectively referred to as "**Company**", "**we**", "**us**" or "**our**") are committed to the protection of your personal data. This personal data protection notice (referred to as "**Notice**") explains the collection, processing and disclosure of your personal data pursuant to the Personal Data Protection Act 2010 (referred to as "**Act**").

By providing your personal data to us, you are deemed to have read and consent to us using, collecting and processing your personal data in the manner described in this Notice.

Kindly note that the Company reserves the right to change, amend and/or vary this Notice at any time. You are advised to check this Notice from our website from time to time for amendments or updates.

**B. Collection of Personal Data**

1. The Company will collect your personal data upon and throughout the course of your employment with the Company including, but not limited to:-
  - i. Your personal details, including details relating to other person(s) who may be identified from your details provided to us;
  - ii. Any sensitive personal data which may include but not limited to medical conditions and medication taken by you (where applicable);
  - iii. The details in regard to employment which may include but not limited to employment history, bank account details, income tax details and Employee Provident Fund ("**EPF**") number;
  - iv. Details of any person(s) identifiable from your personal data; and/or
  - v. Other information from which you are identifiable from, including information captured on security systems.

(collectively referred to as "**Personal Data**")

2. Where you have provided Personal Data of another individual ("**Third Party**"), you must ensure that you have informed the Third Party that you are providing the Third Party's Personal Data to us, and have obtained the Third Party's consent to do so.

3. Kindly note that it would be obligatory for you to provide us with the above mentioned Personal Data for us to fulfil the purposes as provided for in Paragraph 4.

**C. Purposes**

4. Personal Data collected by the Company may be used for, but not limited to the following purposes:-
  - i. Internal record keeping throughout your employment;
  - ii. Payroll administration, including EPF and SOCSO contributions from the Company;
  - iii. Communicating with you;
  - iv. Taxation and/or auditing purposes;
  - v. For the exercise of any functions conferred on any person by law and/or towards the administration of justice; and/or
  - vi. For any purpose incidental, ancillary or in furtherance to the abovementioned purposes.

(collectively referred to as “**Purposes**”)

**D. Disclosure to Third Parties**

5. If and when necessary, your Personal Data may be disclosed to the following third parties:-
  - i. External professional advisors and auditors;
  - ii. Governmental departments and authorities;
  - iii. Insurance agents or companies;
  - iv. Payroll providers;
  - v. Law firms or corporate advisory services or due diligence services in connection with due diligence exercises that may be carried out on the Company or any of its affiliated entities; and/or
  - vi. Any business partner, investor, assignee or transferee (whether actual or prospective) to facilitate Business Asset Transactions\* (which may extend to any merger, acquisition or any debt or asset sale) involving the Company.

\*“Business Asset Transactions” may extend to any purchase, sale, lease, merger or amalgamation or any other acquisition, disposal or financing of an organisation or a portion of an organisation or of any of the business or assets of an organisation.

**E. Access and Correction**

6. The Personal Data must be accurate, complete, not misleading and kept up-to-date. Should you be made aware of any inaccurate, incomplete or misleading Personal Data or where the Personal Data provided to the Company earlier have become incorrect or out of date, kindly notify the Company at the details provided for in paragraph 11.
7. You have the right to request access and correct your Personal Data. Such request will be subject to the requirements in the Act.

**F. Retention Standard**

8. Any Personal Data shall not be kept longer than is necessary for the fulfilment of the purposes abovementioned in Paragraph 4. The Company shall undertake to ensure that all Personal Data is destroyed or permanently deleted if it is no longer required for the Purposes for which it was to be processed.

**G. Inquiries**

9. Should you require further information kindly view our personal data protection policy on our website: [www.ltkm.com.my](http://www.ltkm.com.my)
10. For all further queries or request(s) kindly contact:

Ms. Nora Abu Bakar  
HR Department  
LTKM Berhad, 102, Batu 1 ½, Jalan Meru,  
41050, Klang, Selangor, Malaysia  
Tel: 0333422830  
Email: [nora.ab@ltk.com.my](mailto:nora.ab@ltk.com.my)