

## **PRIVACY NOTICE FOR EMPLOYEE PURSUANT TO THE PERSONAL DATA PROTECTION ACT 2010 (“the Act”)**

MUFG Bank (M) Berhad (“MUFG”) respects the rights of our employees to privacy. This Privacy Notice (“Notice”) is formulated in accordance with the Act. Please read this Privacy Notice carefully as it forms part of the terms and conditions of your employment/contract of service with MUFG.

### **1. Personal data that we collect and hold.**

The nature of personal data that we collect may include personal data from applications or other forms, including but not limited to name, address, gender, e-mail address, telephone number, EPF, SOCSO & banking details, information on income and benefits, photographs and such other information contained in resumes and applications. When we collect and process sensitive personal data, we will ensure an express consent is required from you before such processing and collection take place.

### **2. The purposes for collecting your personal data**

By providing any of your personal data and continuing to use our products and services, you hereby agree that MUFG shall collect, retain, use and process the personal data for the following purposes:

- To process applications and forms for employment;
- To conduct background and reference checks;
- Administering pay, benefits and claims;
- To communicate and respond to inquiries;
- To conduct internal procedures including but not limited to manpower and succession plans, employee opinion surveys and employee recognition programs;
- To establish training and development needs;
- Conduct performance reviews;
- For data processing to keep details updated;
- Gathering information for disciplinary action or termination;
- Maintain emergency contact and disciplinary action or termination;
- Maintain emergency contact and beneficiary details;
- For such other purposes as permitted by applicable law or with your consent
- For all other purposes as permitted by applicable law or with your consent;
- For all other purposes incidental and associated with your employment/service of contract.

CCTV recordings and footages, in particular, may also be used for the following purposes:

- For quality assurance purposes;
- For public safety;
- Detecting and deterring suspicious inappropriate or unauthorized use of our facilities, products, services and/or premises;
- Detecting and deterring criminal behaviour; and/or
- Conducting incident and disciplinary investigations

### **3. Disclosure of your personal data**

We may disclose your personal information to the following categories of parties for the purposes set out above (Section 2) subject at all times to any law including regulations, standards, guidelines and/or obligations applicable to us:

- To any of our affiliates in and outside Malaysia. Kindly note that “our affiliate” in this Privacy Notice would mean our Parent Bank, our subsidiaries and each subsidiary and branch of our Parent bank. MUFG may change this Privacy Notice from time to time and you are advised to check the said Notice on a regular basis;
- To any of the Bank’s professional advisers and service providers. When we do outsource, the processing of your personal information to third parties or provide your personal information to third party service providers, we require that they only use such personal information in a manner consistent with the provision of this Privacy Notice and prohibit them to disclose your personal information to others; or
- To such parties we or our affiliates may be required by law, court, regulator or legal process to disclose and to comply with accounting, tax rules and regulations and any specific record retention laws; or
- To such parties as may be permitted under Malaysian law.

Your Personal Data may be transferred to locations outside Malaysia or disclosed to our affiliates and/or service providers, who may be located within or outside Malaysia.

### **4. Choices**

We encourage you to make choices that enable us to fulfill our requirement as an Employer and yours as an employee. Failure to supply such information may hinder us from establishing or continue your employment/contract of service relationship with us.

## **5. Job Applications**

Please note that we may use your personal data which is provided in connection with an application for employment to determine your suitability for a position with MUFG and, if applicable, your terms of employment/service of contract. Thus, you hereby confirm that you have duly obtained the consent of your referee(s) for the use and disclosure of your referee(s)' personal data to MUFG and that MUFG may use your referee(s)' personal data in accordance with this Privacy Notice. Your personal data may also be used to monitor MUFG's recruitment initiatives and equal opportunities policies. We may also disclose your personal data to third parties or obtain additional information including education institutions education institutions, current/previous employers and credit reference agencies.

## **6. Security of Personal Information**

The security of your personal information is our top priority which is stored by us and/or our service providers on databases protected through a combination of physical, electronic access controls, procedural safeguards and other reasonable security measures that meet or exceed applicable law. We also train the relevant departments in the proper handling of personal information. When we use other parties to provide services to us, we require them to protect the confidentiality of personal information they receive. Nevertheless, such security measures cannot prevent all loss, misuse or alteration of personal information and we are not responsible for any damages or liabilities relating to any such incidents to the fullest extent permitted by law.

## **7. Access and Correction of Personal Information**

You have rights under the Personal Data Protection Act 2010 to make a data access request in respect of personal information an organization holds about you. You can do so by sending us a request in writing by letter or email to MUFG. Please be sure to provide the necessary details so that we may validate your identity as the person making the access request. This is to ensure that we do not provide your information to anyone who does not have the right to that information.

You may request that we correct, or stop processing, personal information that we hold about you. If we agree that the personal information is incorrect, or that the processing should stop, we will delete or correct the personal information. We reserve the right to charge you a fee for the request of access and correction of personal data subject to the applicable privacy or data protection laws.

## **8. Complains/Disputes or Questions**

If you have any questions about this Notice, or any concerns or complaints or if you would like to submit a request for access to your personal information, please write in to the Compliance Department via [compliance@my.mufg.jp](mailto:compliance@my.mufg.jp)

In the event of any conflict or discrepancy between the English text of this Privacy Note and any translation thereof, the English text shall prevail.