

Privacy Policy

PERSONAL DATA PROTECTION ACT 2010 NOTICE

1. Protecting your Personal Data:

At **Orange Recruit**, protecting your data is important to us. We are committed to ensuring that your data is respected and maintained at all times. **Orange Recruit** complies with the Personal Data Protection Act 2010 (PDPA) as well as our existing obligations of confidentiality.

We hope this Notice gives you a good understanding on how we handle employees'/ potential employees' personal data that we collect, process and store in the Company and/or its subsidiaries/ associate companies/ related companies/ entities, whether related or associated now or at a future date. This document is also intended to give you, as a data subject, knowledge on how you can control our disclosure of such data.

2. Collection of Personal Data & Your Consent:

Orange Recruit needs to collect and process your personal data in order to generally perform the Employment Contract / potential Employment Contract to which you are/ maybe a party to whether it is pursuant to an Employment Contract directly with the **Orange Recruit** or with any of the **Orange Recruit's** clients who use our services to secure candidates for potential employment with them.

Generally, your personal data that we collect and process include:

Name, identification number (NRIC), passport number, Statutory information Income Tax /EPF/ SOCSO numbers, address, contact numbers, gender, date of birth, family information, education, personal email address, photo, nationality, languages, hobbies and interest, previous employers data, salary, bank account numbers and vehicles information.

3. How your Personal Data will be Collected:

Your personal data is and will be collected from you and/or from the information you have provided in your emails, all application / registration forms, information that you may provide us from time to time via oral communications and written communications and information provided by your or such other third parties such as credit search provider and our business partners.

4. How we use your Personal Data:

We are processing your personal data, including any additional information you may subsequently provide, for the following purposes ("Purposes"):

Establishing and maintaining staffing / placement relationship with you.

- a) Assessing your suitability for the position or task, to notify you of relevant opportunities, and arrange employment or assignments for you;
- b) Performing your contract and such other contracts as you may have entered with us or which your employer may have entered with us;
- c) Issuing you documentation relevant to the supply contract between us;
- d) Managing and administering our records;

- e) Facilitating or enabling any checks that we conduct or by any third party on you from time to time;
- f) Assisting any government agencies or bureaus or bodies including for the purposes of police or regulatory investigations;
- g) Facilitating your compliance with any laws or regulations applicable to you;
- h) Communicating with you and responding to your enquiries;
- i) Conducting our internal activities, internal market surveys and trend analysis; or such other purposes as may be related to the foregoing.

5. Your Personal and Sensitive Data may be Disclosed to:

Your personal data may be disclosed to parties such as but not limited to our related corporations, banks, auditors, governmental departments and / or agencies, regulatory and / or statutory bodies, credit check companies, business partners, service providers and any such third party requested or authorized by you for any of the above Purposes or any other purpose for which your personal data was to be disclosed at the time of its collection or any other purpose directly related to any of the above Purposes.

6. Provision of Information

As an employee/ job applicant (whether applying for a job with the **Orange Recruit** or any of its clients), you have the right to decide what information that you wish to provide. However, please be informed that all the information that we request for, as stated above, are mandatory information for us. If you choose not to provide and/or fail to supply us with such personal data, we will not be able to perform the Contract of Employment/ offer you employment whether directly with the **Orange Recruit** or with any of the Company's clients.

If you decide not to provide the mandatory information to us, it may necessarily mean that

- (I) Your Contract of Employment with the **Orange Recruit** will have to be terminated or
- (II) That an offer of employment with the **Orange Recruit** will not be made or
- (III) You will not be considered for an offer of employment by any of the Company's clients.

The **Orange Recruit** reserves the right to review and/or amend this Notice from time to time and will communicate such changes along with the updated Policy on the **Orange Recruit's** website, and/or other appropriate communication means as may be determined by the **Orange Recruit**.

Nothing in this Notice shall limit the rights of the **Orange Recruit** and employees under the Personal Data Protection Act 2010

7. How to Contact Us

You have the right to access and correct your personal information held by us (subject always to certain exemptions). We will make every endeavor to ensure your personal information is accurate and up to date therefore we ask that if there are changes to your information you should notify us directly. If you would like to access or correct your personal information, please do so by contacting:

ATTN : **HR Department**

Phone number : 03-6250 8813

Fax number : 03-6250 3813

Email : hr@orangerecruit.com.my

Website : www.orangerecruit.com.my

8.UPDATE OF PRIVACY POLICY FROM TIME TO TIME

Orange Recruit may amend the privacy policy from time to time for legal or regulatory reasons, or to ensure the proper and smooth operation of the website. We advise you to visit our website to obtain the latest version of the company's privacy policy. In the event that the user does not agree to the amendments, the user shall not continue to access, browse, and view or use the Site and/or the Services.