

PRIVACY NOTICE OF ITOCHU MALAYSIA SDN. BHD.
FOR VENDORS, SUPPLIERS, AND SERVICE PROVIDERS

This Privacy Notice is issued to the vendors, suppliers, and/or service providers (“**you**” or “**your**”) of ITOCHU Malaysia Sdn. Bhd. (Company Registration No. 199001017777 (209446-P)) and our respective related corporations (as the term is defined in the Companies Act 2016), affiliates, and associated companies (“**Company**”, “**we**”, “**us**” or “**our**”).

We recognise the importance of protecting your personal data as our vendors, suppliers, and/or service providers. This Privacy Notice describes how we collect, use, disclose or otherwise process your personal data in accordance with the requirements of the Personal Data Protection Act 2010 (“**PDPA**”).

We do not intentionally or knowingly collect personal data directly from, individuals under the age of eighteen (18) years old. Persons under eighteen (18) years old are not permitted to use our Services or submit their personal data to us.

Contents:

1. Collection of Your Personal Data
2. How We Use Your Personal Data
3. Consequences of Providing Incomplete Personal Data
4. Disclosure of Your Personal Data
5. Security Measures to Protect Your Personal Data
6. Retention of Your Personal Data
7. Your Rights
8. Contact Us
9. Amendments to this Privacy Notice
10. Language
11. Your Consent

1. Collection of Your Personal Data

Personal data in this Privacy Notice means any information in our possession that relates directly or indirectly to an individual to the extent that the individual can be identified from that and from other information in our possession. The personal data that we collect may also include sensitive personal data which means any personal data consisting of information as your physical or mental health or condition, your political opinions, religious beliefs or other beliefs of a similar nature, the commission or alleged commission of any offence by yourself, or any other personal data as the Minister may determine.

The personal data that we may collect and process in the course of our dealings with you may include the following:

- (a) **identification and contact information** such as your full name, gender, contact number (e.g., office or mobile), job title, contact history, mailing address, e-mail address;
- (b) **payment data** such as data necessary for processing payments and fraud prevention including bank account information, credit/debit card numbers, security code numbers and other related billing information; and
- (c) **any other personal data** you provide to us or collected by us in the course of your dealings with us.

(Collectively, “**Personal Data**”).

We may collect and receive your personal data in a variety of ways, for instance:

- (a) **directly from you** including your from business name card, our contracts with you, letters of engagement, order forms, purchase orders, invoices, receipts, or otherwise during the course of our communications and interactions with you; and
- (b) **indirectly, through other sources** such as third parties connected with you (e.g., your other customers), and from such other permissible or authorized sources (e.g. information collected when we visit your website or authorised directories).

2. How We Use Your Personal Data

We will process your personal data in accordance with the PDPA, its applicable regulations, guidelines and/or orders, taking into account the latest amendments to the foregoing, this Privacy Notice and any privacy terms contained in your agreement(s) or terms with us.

We may process your personal data by collecting, recording, holding, storing, using and/or disclosing it from the following purposes:

- (a) manage our business partners and service providers;
- (b) establishing contact for the preparation of, or to perform existing contracts;
- (c) grant you access to our facilities and/or certain technologies to allow you to perform services for us;
- (d) communicating with you;
- (e) assessing and/or processing your application for any tender process or any transaction with us;
- (f) engaging you to provide products and/or services to us and/or on our behalf;
- (g) responding to your enquiries or complaints;
- (h) processing your invoices in relation to the sale/supply/distribution of your products and/or services;
- (i) internal management purposes such as to prepare accounting or financial reports;
- (j) complying with applicable government reporting and other legal requirements, obligations and/or order; and
- (k) any other purposes required to operate and maintain our business or related to your relationship with us.

(Collectively referred to as “**Purposes**”).

3. Consequences of Providing Incomplete Personal Data

It is necessary for us to collect and process your personal data. If you do not provide us with your personal data, we will not be able to effectively engage you to provide any of your products and/or services to us and/or on our behalf, or to process your personal data for any of the Purposes, if at all.

4. Disclosure of Your Personal Data

We will not disclose any of your personal data to any third party without your consent, except to the following categories of persons (whether within or outside Malaysia):

- (a) entities in our group of companies (including our subsidiaries, related and/or associated companies);
- (b) our professional advisers, vendors, suppliers, agents, contractors, third party service providers, companies providing services relating to marketing and consultancy to us;
- (c) business partners, investors, customers, insurance companies, banks, financial institutions;
- (d) successor in title to us,
- (e) any governmental agencies, regulatory authorities and/or statutory bodies;
- (f) assignees, transferees or any other parties involved in any corporate exercise (e.g. proposed or actual mergers and/or acquisitions, joint venture, funding exercise, asset sale or for any other matter of such nature which relates to us); and
- (g) where necessary, to any party who undertakes to keep your personal data confidential in carrying out the Purposes mentioned above or to persons to whom we are compelled or required under the law to make such disclosure to.

5. Security Measures to Protect Your Personal Data

The security of your Personal Data is very important to us. As such, we take appropriate technical and organizational measures to protect your personal data from loss, misuse, and unauthorised access or disclosure. These steps take into account the sensitivity of the Information we collect, process and store, and the current state of technology.

We store your Personal Data in hard and/or soft copy. Soft copy data is stored on, amongst others, the file server, e-mail server, personal computers, notebooks, tapes and compact disc.

There are security policies and procedures in place which restrict access to your Personal Data to authorised personnel only which includes, amongst others, personnel from the information technology, human resource, administration, finance, sales and/or customer service divisions, management and/or other employees of the Company. In any case, only personnel who have the “need to know” are permitted access.

6. Retention of Your Personal Data

We will retain your Personal Data that is required for the purposes of conclusion and execution of agreements with our business customers, or for considering bids or tenders, during the duration of such commercial or contractual relationship and up to a certain amount of time afterwards for such period as may be necessary for our business purposes, to protect our interests and that of our customers, as required by law and as per the PDPA permits.

Personal Data may be held for a shorter period where the individual objects to the processing of their Personal Data and there is no longer a legitimate business purpose to retain it.

7. Your Rights

You have the following rights under the PDPA in respect of your personal data that is held by us:

- (a) the right to check whether we hold or use your Personal Data and to request for access to and for a copy of your Personal Data;
- (b) the right to request to update or correct your Personal Data that is inaccurate, incomplete or out-of- date;
- (c) request that your Personal Data is retained by us only as long as necessary for the fulfilment of the purposes for which it was collected;
- (d) request that we specify or explain our policies and procedures in relation to Personal Data and the categories of Personal Data processed by us; and
- (e) the right to withdraw your consent for, or otherwise to limit, the processing and use of your Personal Data (including Personal Data relating to other persons who may be identified from that Personal Data), by contacting us via the contact details stated below, subject to any applicable legal restrictions. However, please note that your abovementioned rights under the PDPA is subject to our right to rely on any statutory exemptions and/or exceptions to collect, use and disclose your personal data.

If you wish to exercise any of the above rights, please submit your request in writing to the contact details below.

8. Contact Us

If you have any query or complaints in relation to this Privacy Notice or how we handle your personal data, please contact us via the contact details below:

Administration Department (Risk Management)

Address : 26th Floor, Menara Boustead,
69, Jalan Raja Chulan,
50200 Kuala Lumpur, Malaysia.

Contact No. : +603-2116 0888

Fax No. : +603-2116 0999

Email Address: privacy@itckul.com.my

9. Amendments to this Privacy Notice

We reserve the right to update and amend this Privacy Notice from time to time. We will notify you of any amendments to this Privacy Notice via our usual communication channels or other appropriate means. If we amend this Privacy Notice, the amendment will only apply to personal data collected after we have posted the revised Privacy Notice.

10. Language

This Privacy Notice is issued in both English and Bahasa Malaysia pursuant to the requirements prescribed by Section 7(3) of the PDPA. In the event of any inconsistencies or discrepancies between the English version and the Bahasa Malaysia version, the English version shall prevail.

11. Your Consent

By providing your Personal Data to us, you agree that you have read and understood this Privacy Notice and you consent to us processing your personal data in accordance with this Privacy Notice. You confirm that all Personal Data provided by you is accurate and complete, and that none of it is misleading or out of date. You will promptly update us in the event of any change to your Personal Data.

To the extent that you have provided (or will provide) personal data about your directors, shareholders, employees, representatives, agents (if you are a corporate entity/an organisation) and/or other individuals, you confirm that you have explained (or will explain) to them that their Personal Data will be provided to, and processed by, us and you represent and warrant that you have obtained their consent to the processing (including disclosure and transfer) of their Personal Data in accordance with this Privacy Notice.

Effective Date: 22 September 2023

Last Updated: 22 September 2023