

Malaysia Airports Holdings Berhad (“MAHB”) is committed to safeguard the privacy of the personal information that we gather concerning our prospective, current and former vendors (“consultant” or “contractor” or “service provider” or “agent”) in compliance with the Personal Data Protection Act 2010 (PDPA 2010).

The purpose of this Privacy Notice is to bring to your attention our practices relating to the collection, processing and disclosure of personal information relating to vendors of MAHB.

1. What This Privacy Notice Explains

This Privacy Notice explains:

- What kind of personal information we collect from you
- How we collect your personal information
- How we use your personal information
- When we disclose your personal information
- The security of your personal information
- The retention of your personal information
- Access to your personal information
- Correcting your personal information

2. Defining Personal Information

“Personal information” in this case refers to personal information relating directly or indirectly to identifiable vendors of MAHB. Personal information in some cases includes “sensitive personal information”, which refers to information relating to your race, religious beliefs, etc.

For the purpose of this Privacy Notice, both personal information and sensitive personal information are included in any use of the term “personal information”.

3. What Kind Of Personal Information We Collect

In connection with your business relationship with MAHB, you may be asked to provide personal information including but not limited to, your name, address, telephone numbers, facsimile numbers, e-mail address, or other contact information, date and place of birth, nationality, gender, resume or CV, cover letter, educational background information such as educational institutions attended, employment history such as date of hire, technical skills, names and contact information for referrals and recommendations, project history, photographs and other visual images of you, bank account numbers, SOCSO and EPF numbers, NRIC and passport numbers, drivers license details.

It is your responsibility to obtain consent from references before providing their personal information to us.

Additionally, we may also process and retain related personal information generated during the course of your business relationship with MAHB, including but not limited to, your employee identification number, department, compensation and history with your employer, training and certification, travel claims, medical certificates, work place injury claims, performance appraisals, workplace dispute resolution, computer identification codes and passwords, CCTV images, biometric

access codes, electronic communications with staff, business partners, suppliers, authorities and customers and any other communication created, stored and transmitted using MAHB's computers and/or communication device, agreements entered into with MAHB, and such other information as required by our regulators and/or by law.

4. How We Collect Your Personal Information

The personal information that we collect and process about you is sourced from:

- Information provided by you and/or by other relevant third parties submitted by you in the course of quotation, tender, request for proposal etc
- information provided by you and/or relevant third parties in the course of you applying and registering as a vendor with us; and
- information provided by you, relevant third party information sources, or information otherwise generated upon your being hired and in the course of your business engagement with us.

In circumstances where the personal information that we collect about you is held by a third party, we will obtain your consent before we seek out this information from such sources.

5. How We Use Your Personal Information

MAHB may collect, process and retain your personal information for our legitimate functions, including but not limited to:

- assessing your suitability for the business;
- verifying your information and conducting reference checks;
- conducting background checks if you are offered a business;
- general administrative and record keeping purposes;
- workforce development, training and certification;
- performance management;
- audit and compliance purposes;
- risk management and security purposes;
- providing and monitoring access to MAHB work sites, facilities and systems;
- investigations and legal proceedings;
- for such purposes as required by our regulators; and
- for such other purposes as may be required by law.

6. Disclosure Of Your Personal Information

To the extent necessary, we may disclose your personal information to a limited number of MAHB employees whose job necessitates that they maintain, compile or otherwise have access to your personal information.

MAHB may also disclose your personal information to third parties that we deal with for the purpose of providing our services to our customers and generally operating our business. These third parties include:

- customers;
- our business partners and suppliers who are involved in and/or otherwise assist us to render our services to customers;
- our consultants and advisers;
- third parties to whom we outsource our internal functions;
- regulators, enforcement and such other legal authorities; and
- third parties that we may have to deal with for the purpose of mergers and acquisitions.

7. Your Consent

Please note that for the purposes of your business and/or your continued business with MAHB, your explicit continued consent to the collection and processing of the information detailed above is mandatory unless otherwise expressly provided and/or agreed.

In the event you withdraw your consent for MAHB to collect and process your personal information, our relationship may have to be discontinued.

8. Security of Your Personal Information

MAHB and its subsidiaries will take appropriate technical and organizational measures to protect your personal information against (i) accidental or unlawful destruction; (ii) accidental loss; and (iii) unauthorized alteration, disclosure or access.

9. Retention of Your Personal Information

Except as otherwise permitted or required by applicable law or regulatory requirements, MAHB will endeavor to retain your personal information only for as long as it is necessary to fulfill the purposes for which the personal information was collected.

10. Your Rights Regarding Your Personal Information

The Personal Data Protection Act 2010 gives you certain rights pertaining to your personal information. As a vendor of MAHB, you have the right to:

- request and receive a copy of this privacy notice at any time;
- view or request a copy of your personal information;
- limit the processing of certain aspects of your and/or another person's personal information;
- withdraw your consent to the continued or future use and disclosure of your personal information, except personal information that MAHB determines to be mandatory for continued business;
- seek access to and/or to correct your personal information retained by MAHB,

provided that you send in a request in writing, in the manner specified in the "Questions or Complaints" section below.

When requesting access to your personal information, please note that we may request specific information from you to enable us to confirm your identity and right to access, as well as to search for and provide you with the personal information that we hold about you. We may charge you a fee to access your personal information; however, we will advise you of any fee in advance.

Your right to access the personal information that we hold about you is not absolute. There are instances where applicable law or regulatory requirements allow or require us to refuse to provide some or all of the personal information that we hold about you. In the event that we cannot provide you with access to your personal information, we will endeavor to inform you of the reasons why, subject to any legal or regulatory restrictions.

11. Revisions To This Privacy Notice

We may revise this Privacy Notice from time to time. In the event of such revision being effected, we will prominently publish in our website (or any other means) a revised Privacy Notice.

12. Questions or Complaints

If you have any questions about this Privacy Notice, or any concerns or complaints with regard to the administration of the Privacy Notice, or if you would like to submit a request for access to your personal information (in the manner described above), please contact us as below:-

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