



PRIVATE & CONFIDENTIAL

**PERSONAL DATA PROTECTION ACT 2010 -NOTICE
AND CHOICE**

Notice and Choice Principles

In accordance with the Personal Data Protection Act 2010 ('the Act') which became enforceable on 15th November 2013 to regulate the processing of personal data in commercial transactions, ACCB Certification Sdn Bhd and its current and future subsidiaries (hereinafter referred to as "the Company") are committed to ensuring complete compliance with the Act.

We hope that 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. This document is also intended to give you, as a data subject, knowledge on how you can control our disclosure of such data.

Please read the following, then sign and date this form where shown to indicate you consent and understanding of the contents.

We are processing your personal data

The company needs to collect and process your personal data to which you are a candidate applying for certification and recertification with us.

Generally, your personal data we collect and process, include, but not restricted to:

Name, NRIC numbers (old and new), addresses, contract numbers, race, gender, date of birth, education, certificates of academic achievements, training certificates, email address, photo, employer data and liaisons (family members in ACCB Certification Sdn Bhd).

How do we use your data?

Generally, the Company will be using your personal data to discharge its obligation as certification body. Specifically, the purpose for which your personal data may be used and further processed are for administration purposes related to certification and recertification only.

How is your data collected?

Most, if not all, of your personal data was obtained from you, either from the following sources or from any other information you provided:

- Application Form;
- Related certificates;
- Past training certificates.

In some instances, your personal data may have been obtained from external sources including, but not restricted to the following:

- Certificate checks / verification source (personal or private);



- Third party service providers and any other future third parties in relation or incidental to the above.

Your Rights

You may request access to and request correction of your personal data. In order to exercise your rights, you will have to submit the following Form:

Personal Data Protection Form

You may obtain a copy of this Form from:

The Administration, ACCB Certification Sdn Bhd

Tel: 012-589 2964

Email: info@accbcert.com

To whom we may disclose your information

Your personal data will be kept confidential but it may be provided or disclosed to third parties for the purposes stated above. Whilst we do not disclose your information to any third parties unless it is within the ambit of permitted disclosures under prevailing laws/guidelines and / or you have consented to such disclosure, we may disclose your information to the categories of parties as listed below but not restricted to:

- Third party service providers for the purposes of performing certificate checks;
- Auditors on a need to know basis for the purposes of providing their services/advice to us.

We will ensure that reasonable steps are taken by the above categories of parties to protect or maintain confidentiality of any information that we may have disclosed to them.

Provision of Information

As a candidate, 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 process your application for certification or recertification.



DECLARATION OF CONSENT FOR PERSONAL DATA TO BE PROCESSED AND STORED IN ACCB CERTIFICATION SDN BHD

I understand and agree that my personal data, including sensitive personal data, may be used for all Administration related purposes as aforementioned.

I understand and agree that my personal data, including sensitive personal data, may be disclosed to third parties to verify or obtain additional information including education institutions, current / previous employers and training bodies. I voluntarily give the Company the right to make a thorough investigation of my past employment and activities agree to co-operate in such investigation, and release from all liability or responsibility all persons, companies or corporations supplying such information. I hereby consent to all persons or companies sharing any information obtained about me in order for the Company to process my application for certification or recertification. Specifically, I hereby give my explicit consent to all persons and companies to share my sensitive personal data for the aforementioned purposes.

I understand that my personal data, including sensitive personal data, may be retained for so long as reasonably necessary for the aforementioned purposes by the Company.

By executing this form, I agree that the entire contents of this application form, as well as the report of any such examination, may be used by the Company. Specifically, further to the Personal Data Protection Act 2010, I hereby consent to the processing of my personal data, including giving my explicit consent for the processing of my sensitive personal data, by the Company and / or third parties for the aforementioned purposes.

I acknowledge that I have read and understand the contents herein.

Signature :

Date :

Name :

N.R.I.C. No. :