

## **NOTICE TO JOB APPLICANTS PURSUANT TO THE PERSONAL DATA PROTECTION ACT 2010 (“Notice”)**

**Bank Pertanian Malaysia Berhad (Company No. 811810-U)(Agrobank)** (hereinafter referred to as “AGROBANK”, “we”, “us” or “our”) is subject to the Personal Data Protection Act 2010 (“PDPA”) which regulates the processing of personal data in commercial transactions and this Notice serves to inform you as job applicants that your personal data are being collected and processed by or on behalf of AGROBANK.

1. We may process your personal data, including any additional information you may subsequently provide to us through several methods which include but not limited to personal data collected through oral and/or written communications for the purposes of the contract of service or contract for service or such other contract as may have been entered into between you and us and such other purposes as may be related to the foregoing (“Purposes”).
2. We require the following personal data in relation to you as part of the recruitment process and/or necessary to determine your suitability for the available position which includes information on your:
  - name, identification no., nationality, date and place of birth, gender, marital status;
  - contact details including address, telephone numbers, email address;
  - medical history including physical or mental health or medical condition(s);
  - personal financial and social security details including bank account number, SOCSO, EPF Number;
  - details of family members and dependents;
  - resume, particulars of educational qualification and academic achievements;
  - employment history including last drawn salary, referees and achievements;
  - commission or alleged commission of any offence or proceedings for any offence committed or alleged to have been committed including past misconduct; and
  - any other information necessary to process your personal data for any of the Purposes.

(collectively, “Personal Data”).

3. In addition to the above, the Purposes for which your Personal Data and other information collected from you, including any information that you subsequently provide may be used and processed by us for the following reasons, including but not limited to:-
  - 3.1 Processing employment application, including pre-employment checks;

- 3.2 Monitoring compliance with our internal rules and policies;
  - 3.3 Complying with the compliance and disclosure requirements of any and all governmental and/or quasi-governmental departments and/or agencies, regulatory and/or statutory bodies (e.g. Inland Revenue Board, the Employees' Provident Fund Board, the Social Security Organisation and Bank Negara Malaysia);
  - 3.4 Subject to any law and regulations applicable to AGROBANK; or
  - 3.5 Any purposes relating thereto.
4. It is obligatory that you supply us with the Personal Data unless we otherwise specify. If you fail to supply to us the Personal Data for any obligatory to be provided by you, we may not be able to process your application for employment.
  5. If an application for employment is successful, data about employees (including sensitive personal data) may also be collected from employees during the period of their employment with us and from other sources such as third party background checks, any registered credit reporting agency, any regulatory authorities and any authority, central depository or depository agent in relation to the securities industry.
  6. Please be informed that your Personal Data may be disclosed, disseminated and/or transferred within the AGROBANK, or to our affiliates, auditors, banks, governmental departments and/or agencies, regulatory and/or statutory bodies and any such third party requested or authorized by you, whether within or outside Malaysia, for any of the above Purposes or any other purpose for which your Personal Data to be disclosed at the time of its collection or any other purpose directly related to any of the above Purposes.
  7. To this end, we are committed to ensuring the confidentiality, protection, security and accuracy of your Personal Data made available to us.
  8. It is your obligation to ensure that the Personal Data provided to us are accurate, not misleading, updated and complete in all aspects.
  9. Any Personal Data supplied by you will be retained by us as long as the purpose it was collected for remains valid or as is required to satisfy any legal, regulatory and/ or accounting requirements.
  10. In any circumstances where you may have provided Personal Data relating to other individuals, you represent and warrant that you are authorised to provide their Personal Data to us and you have obtained their consent for their Personal Data to be processed by us in the manner as described in this Notice.
  11. You may contact the Human Resources Division in the event you require access to and/or wish to make corrections to your Personal Data. The data amendment will be processed within 21 working days upon receipt of such request.
  12. We reserve the right to amend this Notice at any time and will ensure that a notice of such amendments will be made available to you through the AGROBANK's webpage, intranet or through any other method we view appropriate and suitable.

13. Further, to comply with the provisions under the PDPA, we have introduced Personal Data Protection Act 2010 Notice ("PDPA Notice"), which you may access through our webpage at [www.agrobank.com.my](http://www.agrobank.com.my).
14. You are deemed to have consented and agree to the terms above with respect to our processing of your Personal Data as described in this Notice and that you declare that you have read, understood and accepted the statements and terms herein.