



PERSONAL DATA PROTECTION NOTICE FOR NANDO'S CHICKENLAND MALAYSIA SDN BHD

Nando's Chickenland Malaysia Sdn Bhd ("**the Company**") are committed to the protection of your personal data and your privacy. This Personal Data Protection Notice ("**Notice**") explains how we collect and handle your personal data in accordance with the Malaysian Personal Data Protection Act 2010 ("**Act**"). Please note that we may amend this Notice at any time without prior notice and any such amendment will be notified by email.

The terms "employee", "employ" and "employment" in this Notice shall apply to trainees, interns, applicants, consultants, contract workers, secondees and other similar persons where applicable.

1.0 Personal Data

1.1 Type of personal data

- a. Personal data means any information which relates to you (including your family member details) and which was collected or provided to the Company for the purposes stated in Section (2) below.
- b. Personal data may include your name, contact details, race, religion, address, any other information provided by you in your curriculum vitae ("**CV**"), Social Security Organisation ("**SOCSO**") number, Employees Provident Fund ("**EPF**") number, personal income tax number, details of Employment Insurance System ("**EIS**") details of identification documents, academic and previous employment record, professional related information, bank account information, medical or health condition, information in audio / video format (including voice, closed circuit television ("**CCTV**") or security recordings), images (including photographs), location tracking or global positioning system ("**GPS**") information, criminal records and bankruptcy status.

Personal data also may involve while we are processing your employment application. We will use the information you have provided in the employment application form, together with any other information we may obtain from you or from third parties, e.g. from your referees and from carrying out security / credit checks, to assess your suitability for employment with us, verification purposes during pre-employment process, for administration and management purpose and for statistical analysis. If you provide us with any information about your medical condition, religion, health, criminal conviction and/or other categories of sensitive personal data, if any, you consent to our processing that information for the purposes described above. As for unsuccessful of employment applicants, the Company will keep the resume's and documentation for 1 year.



1.2 Source of personal data

- a. The Company collects your personal data directly from you (for example, through the employment application form, personal particulars declaration form, offer of employment, secondment letter or CV submitted to us via e-mail, to our website or through physical copies) or indirectly from recruitment agents, job portal, referees and searches carried out or information obtained from any regulatory or credit reporting agencies.

1.3 Obligatory personal data

- a. All personal data requested from you is obligatory to be provided by you unless stated otherwise.
- b. Should you fail to provide the obligatory personal data, we may be unable to process and administer the relevant employment related transactions (such as leave confirmation, benefits confirmation and insurance claims).

2.0 Purposes of collecting and further processing (including disclosing) your personal data

2.1 Your personal data is collected and further processed by the Company as required or permitted by law and for employment related purposes, including the following:

- a. to process your employment application;
- b. to process matters relating to your claims and benefits (including staff discounts, voucher or meal);
- c. to process employment related applications;
- d. human resource planning and analysis of the Company's human resource related practices; succession planning and business continuity plans;
- e. reorganization and restructuring exercises;
- f. to ascertain and review salaries, benefits, bonuses and incentives;
- g. consideration for career progression and career growth;
- h. to conduct internal assessments on your compliance with the Company's internal policies;



- i. to conduct human resource related surveys;
- j. to provide you with training or other human resource development programmes;
- k. to facilitate your secondment and transfer within the Company and/ or the Group Companies;
- l. to process your payroll;
- m. to evaluate your performance;
- n. to resolve workplace disputes and assess disciplinary action (in respect of internal investigations, audit or security purposes);
- o. to comply with relevant legal obligations and reporting obligations under applicable laws and regulations such as the Income Tax Act 1967, EPF, SOCSO and statistical reporting;
- p. for the Company's internal records management;
- q. to facilitate your participation in any contest, event and / or membership programme;
- r. for internal investigations, audit or security purposes;
- s. to communicate employment opportunities within the Company and the Group Companies;
- t. to process other matters relating to your employment (such as for training, events, functions and activities held by the Company for its employees); and
- u. to enforce the Company's rights under employment terms or other applicable laws or to defend the Company's rights under the law and/or to obtain legal advice.

2.2 It is our policy to retain certain Personal Data of employees when you cease to be employed by us. Such data are required for any residual employment-related activities in relation to a former employee including, but not limited to the provision of job reference, processing applications for re-employment, matters relating to retirement benefits and allowing us to fulfill contractual or statutory obligations.



3.0 Disclosure or transfer of personal data (within or outside of Malaysia)

3.1 Your personal data provided to us may be disclosed or transferred to the following classes of third parties (within or outside of Malaysia) as required under the law or pursuant to relevant contractual relationships (for example, where we appoint third party service providers) or for the purposes or directly related to the purposes stated in **Section 2.0** as the above:

- a. outsourcing partners;
- b. the Company's authorized dealers, the Company's distributors and authorized suppliers;
- c. government departments or agencies, statutory authorities and industry regulators;
- d. any person to whom we are compelled or required to do so under the law or for the purposes of legal proceedings or in response to a competent or government agency;
- e. your current, past or prospective employers;
- f. education or training institutions and examining bodies;
- g. employment and recruitment agencies;
- h. banks, financial institutions and advisers;
- i. law enforcement agencies; and
- j. third parties appointed by us to provide services to us or on our behalf (such as auditors, lawyers, company secretary services, professional advisers, printing companies, mailing companies, telecommunications companies, contractors, events or training organisers, insurance companies, information technology service providers, service providers providing services such as managing, administering and processing claims, benefits, payroll and other human resource related matters, travel agents, security companies and other advisers).

4.0 Right to access and correct personal data

4.1 You have the right to access and correct your personal data held by us. We will make every endeavour to ensure your personal data is accurate and up to date therefore we ask that if there are changes to your data, you should notify us directly via the contact details provided in **Section 5.0** below.





4.2 If you would like to correct your personal data, please contact us at the details provided in **Section 5.0** below.

5.0 Limiting the processing of personal data, further enquiries and complaints

5.1 If:

- a. you would like to obtain further information on how to limit the processing of your personal data;
- b. you have any further query; or
- c. you would like to make a complaint in respect of your personal data, you may contact:-

Head of Human Resource Services

Email : payroll@nandos.com.my

Tel. No. : 03 - 7848 7488

6.0 Changes to our Privacy Policy

6.1 We reserve the right to amend this Privacy Policy from time to time without prior notice. We advise that you check our Privacy Policy on a regular basis.

7.0 Acknowledgement

I have read and understood the contents of this document and consent to the use of my personal data for purposes stated above.

Signature :

Full Name :

NRIC :

Date :

