

## **PERSONAL DATA AND PRIVACY NOTICE**

Favelle Favco Berhad and its group of companies (\*\* see complete list of companies below) (“**Favelle Favco Group**”) respect your privacy. We treat and view your personal data seriously.

This Personal Data and Privacy Notice is issued to all our Favelle Favco Berhad scholarship applicants/ students, pursuant to the requirements of the Malaysia Personal Data Protection Act 2010.

### **Personal Information & Data Collection**

In the course of your application for a scholarship and/ or for the duration of Favelle Favco Berhad Scholarship Agreement (“Scholarship Agreement”) (if any), we will request that you provide data and information about yourself and your family members (“Personal Data”).

Such Personal Data may include information concerning name as per identity card, identity card number, age, contact number, passport information, nationality, gender, residential address, email address, date of birth, marital status, education details, academic qualifications, intended courses of studies, school activities, family details; and may in some instances, include sensitive information such as physical or mental health, political opinions, religious beliefs or other beliefs of a similar nature, the commission or alleged commission and/or charge of an offence, and other such data necessary for the purpose of the Scholarship Agreement.

During the Covid-19 disease outbreak, we may collect your health condition, results of your health assessment, travelling records, quarantine, vaccination status and any other information required or recommended to be held in connection with control or management of such disease outbreak.

### **Why do we collect Personal Data?**

Personal Data you provide will be collected, used and otherwise processed by us for, amongst others, the following purposes:

- (a) for evaluation of scholarship application
- (b) for potential employment-related purposes by virtue of the compulsory services term under the Scholarship Agreement;

- (c) to monitor, evaluate and assess the performance of scholarship students during the duration of scholarship;
- (d) to facilitate payment of scholarship and other administrative management in connection with the scholarship award;
- (e) for internal record keeping;
- (f) meeting any legal or regulatory requirements relating to our provision of scholarship to you, and to make disclosures under the requirements of any applicable law, regulation, direction, court order, by-law, guideline, circular, code applicable to us;
- (g) to enable us to contact you and/or send you information by email or telecommunication means (telephone calls or text messages); and
- (h) any other purposes relating to or necessary to enable Favelle Favco Berhad to provide scholarships to you or to enable you or Favelle Favco Berhad to perform any obligations under the Scholarship Agreement.

**What are the effects arising from failure to provide Personal Data?**

The failure to supply such Personal Data will / may result in our being unable to:-

- (a) evaluate/ assess your scholarship application/ and your performance during the duration of scholarship;
- (b) perform our obligations under the Scholarship Agreement, including payment of scholarship funds; and
- (c) contact you for necessary communications under the Scholarship Agreement.

**Disclosure**

Personal Data provided to us will generally be kept confidential. However, there may be occasions when we will have to disclose your personal data to other categories of parties and you hereby consent and authorize us to provide or disclose Personal Data to the following categories of parties: -

- (a) any person to whom we are compelled or required to do so under law, regulation, court order and etc.

- (b) government agencies, statutory authorities and industry regulators;
- (c) our auditors, consultants, accountants, insurers, lawyers, or other financial or professional advisers; and
- (d) our sub-contractors or third party service or product providers, our business partners, our clients as may be determined to be necessary or appropriate.
- (e) Favelle Favco Group (\*\* see complete list of companies below)

### **Safeguards**

We shall keep and process Personal Data in a secure manner. We endeavour, where practicable, to implement the appropriate administrative and security safeguards and procedures in accordance with the applicable laws and regulations to prevent the unauthorized or unlawful processing of Personal Data and the accidental loss or destruction of, or damage to, such Personal Data.

### **Data Transfer & Sharing**

Where we consider it necessary or appropriate for the purposes of data storage or processing or providing any service or deliverable on our behalf to you, we may transfer Personal Data to a third party service / product providers or to Favelle Favco Group of companies, within or outside the country, under conditions of confidentiality and similar levels of security safeguards.

### **Your Rights of Access and Correction**

You have the right to request access to and correction of Personal Data held by us and in this respect, you may:

- (a) check whether we hold or use such Personal Data and request access to such data;
- (b) request that we correct any Personal Data that is inaccurate, incomplete or out-of-date;
- (c) request that we specify or explain our policies and procedures in relation to data and types of Personal Data handled by us.

Written requests for access to Personal Data or correction of Personal Data or for information regarding policies and procedures and types of Personal Data handled by us can be made to:

PDPA Officer, Favelle Favco Berhad

Address: Lot 586, 2<sup>nd</sup> Mile, Jalan Batu Tiga Lama, 41300 Klang, Selangor Darul Ehsan

Telephone: +603 3349 5465

Fax: +603 3342 9807

Email: [pdpa@favellefavco.com.my](mailto:pdpa@favellefavco.com.my)

We will retain your personal data for as long as reasonably necessary to fulfil the purposes we collected it for, including for any operational, legal, regulatory, tax, accounting or reporting purposes.

### **Third Party Consent**

In the event you have provided personal data of third parties (e.g. your emergency contact person, employers/previous employers, authorized representatives, referees, lawyers, financiers) to us, we rely on you to have sufficiently obtained the prior consent of such third parties to allow us to process their personal data in relation to the Purpose.

### **Changes to our Privacy Policy**

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.

In accordance with the requirement of Malaysian data protection and privacy law, this Privacy Notice is issued in both English and Bahasa Malaysia. In the event of any inconsistencies or discrepancies between the English version and the Bahasa Malaysia version, the English version shall prevail.

### **\*\*List of Favelle Favco Group of Companies:**

- 1 *Favelle Favco Cranes (M) Sdn Bhd*
- 2 *Favelle Favco Cranes Pte. Ltd.*
- 3 *Favelle Favco Cranes (USA), Inc.*
- 4 *Favelle Favco Cranes Pty. Limited*
- 5 *FF Management Pty. Limited*
- 6 *Milperra Blasting and Coating Pty. Limited*
- 7 *Krøll Cranes A/S*
- 8 *FES Equipment Services Sdn Bhd*
- 9 *Favelle Favco Winches Pte Ltd*
- 10 *Shanghai Favco Engineering Machinery Manufacturing Co., Ltd*

- 11 *Favco Offshores Sdn Bhd*
- 12 *Favelle Favco Machinery And Equipment L.L.C*
- 13 *Favco Heavy Industry (Changshu) Co., Ltd.*  
*(Formerly Known as Favco Equipment (Shanghai) Co., Ltd.*
- 14 *Exact Automation Sdn Bhd*
- 15 *Sedia Teguh Sdn Bhd*
- 16 *Exact Analytical Sdn Bhd*
- 17 *Strata Niaga Sdn Bhd*
- 18 *Strata Niaga (B) Sdn Bhd*