



LB ALUMINIUM BERHAD

[Company No: 198501006093 (138535-V)]
[Incorporated in Malaysia]

PRIVACY POLICY **(Pursuant to Personal Data Protection Act 2010)**

Date: 06 December 2023



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PRIVACY POLICY

This website is brought to you by **LB Aluminium Berhad** (“**LB**”, “**us**”, “**we**”, “**our**”). We ask that you read this Privacy Policy (“**Policy**”) carefully as it contains important information about how we will process and use the personal data provided by you through this website. Please note that this policy only applies to personal data processed in respect of commercial transactions.

For the purposes of the Personal Data Protection Act 2010 (“**PDPA**”), **LB** is the “data user” (ie. the company who is responsible for, and controls the processing of the personal data provided by you).

COLLECTION OF PERSONAL DATA

Primarily, our website is informational in nature. We do not collect any personal data when you visit our website unless you choose to provide that information to us.

We may automatically gather and temporarily store certain technical and navigational information related to your visit to this website, such as the internet protocol address (an internet protocol address is a number that is automatically assigned to your computer when surfing the internet) and the average time spent on our website. Such technical and navigational information does not identify you personally.

We may also collect information that personally identifies you if you choose to submit your personal data for the various purposes made available on our website. The processing of your personal data will be done in accordance with all applicable laws.

PURPOSE OF PROCESSING

We collect and use your personal data to operate the **LB** website and deliver the services and products you have requested. We also use your personal data to inform you of other products or services available from **LB** and its affiliates. We may also contact you via surveys to conduct research about your opinion of current and / or potential services and products.

DISCLOSURE OF PERSONAL DATA

We may disclose your personal data to the following parties (including those within and outside Malaysia):

- agents and service providers that provide services relating to the purposes for which the personal data is collected, including data processing services;
- your agents and advisors (including but not limited to accountants, auditors, lawyers, financial advisers or other professional advisers) and any other person notified by and authorised by you;
- any person, who is under a duty of confidentiality who has undertaken the responsibility to keep such data confidential;
- **LB**'s holding company, related company and associate corporation and affiliates;
- potential or actual purchasers, successors-in-title of the business or shares (wholly or in part) of **LB** (including their advisers and representatives) as a result of a potential, proposed or actual sale of business, disposal, acquisition, merger or re-organisation; and
- other parties, in respect of whom you have consented to the disclosure of your personal data.

We do not disclose your personal data to unaffiliated third parties without your consent. However, we may disclose your personal data in good faith, if such action is necessary to comply with government or law enforcement agency (including those overseas) requirements, court orders or legal processes, or if required by law.

ACCESS, CORRECTIONS AND COMPLAINTS

If you would like to make any inquiries or complaints or requests to access, correct or limit our processing of your personal data, please contact us at:

Name : Ms. Ng Yoke Fei
Designation : Human Resources Manager
Tel : +603-8725 8822/8821
Fax : +603-8725 8828
Email : ngyf@lbalum.com.my

CHANGES TO THIS POLICY

We may review and update this Policy from time to time to reflect changes in the law, changes in our business practices, procedures and structure, and the community's changing privacy expectations.

You should check this Policy occasionally to ensure that you are aware of the most recent version which will apply each time you access this website.

While it is not generally feasible to notify you of the changes to this Policy, the latest version of this Policy will be available on this page on our website, or please contact us as above mentioned.

POLISI PRIVASI

Laman web ini dibawa kepada anda oleh **LB Aluminium Berhad**. (“**LB**”, “**kami**”). Kami meminta agar anda membaca Polisi Privasi (“**Polisi**”) ini dengan berhati-hati kerana ianya mengandungi maklumat penting berkenaan bagaimana kami akan memproses dan menggunakan maklumat peribadi yang diberikan oleh anda melalui laman web ini. Sila ambil maklum bahawa polisi ini hanya melibatkan data peribadi yang diproses bagi tujuan transaksi komersial.

Bagi tujuan Akta Perlindungan Data Peribadi 2010 (“**PDPA**”), **LB** merupakan “pengguna data” (iaitu syarikat yang bertanggungjawab untuk, dan mengawal pemrosesan data peribadi yang diberikan oleh anda).

PENGUMPULAN DATA PERIBADI

Laman web kami adalah terutamanya bersifat memberi maklumat. Kami tidak mengumpul apa-apa data peribadi semasa anda melawat laman web kami melainkan sekiranya anda memilih untuk memberikan maklumat tersebut kepada kami.

Kami mungkin secara automatik mengumpul dan menyimpan sementara beberapa maklumat teknikal dan pengemudian (“*navigational*”) berkenaan dengan lawatan anda ke laman web ini, seperti maklumat protokol internet (alamat protokol internet merupakan suatu nombor yang diberikan secara automatik kepada komputer anda apabila melayari internet) dan tempoh masa purata yang dihabiskan di laman web kami. Maklumat teknikal dan pengemudian tersebut tidak akan mengenal pasti anda secara peribadi.

Kami juga mungkin mengumpul maklumat yang mengenal pasti anda secara peribadi sekiranya anda memilih untuk menghantar maklumat peribadi anda untuk pelbagai tujuan yang disediakan di laman web kami. Pemrosesan maklumat peribadi anda akan dibuat mengikut segala undang-undang terpakai.

TUJUAN PEMROSESAN

Kami mengumpul dan menggunakan data peribadi anda untuk mengendalikan laman web **LB** dan memberikan perkhidmatan dan produk yang anda pohon. Kami juga menggunakan data peribadi anda untuk memaklumkan anda berkenaan produk atau perkhidmatan lain daripada **LB** dan ahli gabungannya (“*affiliates*”). Kami juga mungkin menghubungi anda melalui soal selidik yang dijalankan berkenaan pendapat anda tentang perkhidmatan dan produk semasa dan / atau perkhidmatan dan produk potensi.

PENZAHIRAN DATA PERIBADI

Kami mungkin menzahirkan data peribadi anda kepada pihak-pihak berikut (termasuklah dalam dan luar Malaysia):

- ejen dan penyedia perkhidmatan yang menyediakan perkhidmatan berkenaan dengan tujuan data peribadi dikumpul, termasuk perkhidmatan pemrosesan data;
- ejen dan penasihat anda (termasuk tetapi tidak terhad kepada akauntan, auditor, peguam, penasihat kewangan atau penasihat profesional lain) dan mana-mana pihak yang telah dimaklumkan dan diberi kebenaran oleh anda;
- mana-mana individu yang mempunyai tanggungjawab kerahsiaan yang telah mengambil aku janji untuk memastikan data tersebut disimpan secara rahsia;
- syarikat induk, syarikat berkaitan, syarikat bersekutu dan sekutu **LB**;
- pembeli potensi atau pembeli yang sebenar, pengganti dalam hakmilik perniagaan atau saham (keseluruhan atau sebahagian) daripada **LB** (termasuk penasihat dan wakil mereka) akibat kemungkinan, cadangan atau jualan perniagaan sebenar, pelupusan, pemerolehan, penggabungan atau penyusunan semula; dan
- pihak-pihak lain yang telah anda berikan persetujuan di atas pendedahan data peribadi anda.

Kami tidak mendedahkan data peribadi anda kepada pihak ketiga yang tidak berkaitan tanpa kebenaran anda. Walau bagaimanapun, kami mungkin mendedahkan data peribadi anda dengan suci hati jika tindakan sedemikian diperlukan untuk mematuhi kehendak kerajaan atau agensi penguatkuasaan undang-undang (termasuk yang di luar negara), perintah mahkamah atau proses undang-undang, atau jika dikehendaki oleh undang-undang.

AKSES, PEMBETULAN DAN ADUAN

Jika anda ingin membuat sebarang pertanyaan atau aduan atau permintaan untuk mengakses, membetulkan atau mengehadkan pemrosesan data peribadi anda, sila hubungi kami di:

Nama : Puan Ng Yoke Fei
Jawatan : Pengurus Sumber Manusia
Tel : +603-8725 8822/8821
Faks : +603-8725 8828
Emel : ngyf@lbalum.com.my

PERUBAHAN KEPADA POLISI INI

Kami mungkin menyemak dan mengemaskini Polisi ini dari semasa ke semasa untuk mencerminkan perubahan dalam undang-undang, amalan, prosedur dan struktur perniagaan kami, dan jangkaan masyarakat terhadap privasi yang berubah.

Anda harus menyemak Polisi ini dari semasa ke semasa bagi memastikan anda sedia maklum tentang versi terkini yang digunakan setiap kali anda mengakses laman web ini.

Walaupun secara amnya, sukar untuk kami maklumkan kepada anda perubahan yang dilakukan ke atas Polisi ini, versi terkini Polisi ini akan dipaparkan di laman web kami, atau anda boleh hubungi kami seperti yang dinyatakan di atas.

TERMS AND CONDITIONS

1. INTRODUCTION

These terms and conditions ("**Terms**") constitute the terms between you and LB Aluminium Berhad ("**LB**"). In order to browse and use our website, you are advised to read these Terms carefully as it affects your rights and liabilities under applicable laws and regulations in Malaysia. If you do not agree to these Terms, you shall not browse or use this website.

2. EFFECT

- 2.1 By continuing to browse and use this website, you are agreeing to comply with and be bound by the Terms set out below.
- 2.2 We reserve the right to change, modify, add, or remove portions of these Terms at any time. Changes will be effective when posted on the website.
- 2.3 We shall not be responsible for any damage suffered or sustained by you in connection with your failure to learn the information on the amended Terms.
- 2.4 Your continued use of this website following the posting of the amended Terms constitutes your acceptance to abide by and be bound by these Terms.
- 2.5 You shall comply with these Terms. You shall be solely responsible for all losses and damages arising out of or in connection with its breach or failure to comply with these Terms.

3. RESTRICTIONS

- 3.1 By browsing and using this website, you expressly represent and warrant that you are legally entitled and have the capacity to accept and agree to these Terms.
- 3.2 You are responsible for the use of this website, including obtaining the necessary data network access to use the website. Your network data usage charges and / or messaging fees may apply in using the website and you shall be responsible for such charges and fees.
- 3.3 You use the website at your own risk. We shall not be liable for damage to, or viruses or other code that may affect, any hardware or device, software, data or other property as a result of your access to or use of the website.
- 3.4 You may only access the website using authorised means. It is your responsibility to check and ensure that you have downloaded and / or updated the correct software for the hardware and device. We do not guarantee that the website, or any portion thereof, will function on any particular hardware or device. We are not liable if you do not have a compatible hardware or device or if you have downloaded the wrong version of the software on your hardware or device. We reserve the right not to permit you to use the website should you use the website with an incompatible or unauthorised hardware or device, or for purposes other than which the website are intended to be used.
- 3.5 You shall use the website in accordance with any instructions for use of the website which we make from time to time, these Terms and any laws and regulations at the time being in force in Malaysia including, but not limited to, the Communications and Multimedia Act 1998 and the Content Code.

4. PRIVACY POLICY

- 4.1 We appreciate your interest in our products and services and your visit to this website. Your privacy and the protection of your personal data are important to us and we want you to feel comfortable visiting this website. We are committed to ensuring that your privacy and personal data are protected and we provide assurance that we will not divulge personal information without your consent.
- 4.2 Primarily, our website is informational in nature. We do not collect any personal data or personally identifiable information when you visit our website unless you choose to provide that information to us.
- 4.3 When you visit our website, our web server automatically records the countries, IP address, the web site from which you visit us, the web pages you actually visit and the date and length of your visit. Such technical and navigational information does not identify you personally.
- 4.4 We may also collect information that personally identifies you if you choose to submit your personal data for the various purposes made available on our website, for instance, when you subscribe to receive current or future marketing materials from LB via this website. The processing of your personal data will be done in accordance with all applicable laws, and with the Privacy Policy (below).

5. LINKS TO THIRD PARTY WEBSITES

- 5.1 The website may contain links and / or references to other websites ("**Third Party Websites**"). This may include advertising originating from Third Party Websites. In the event that the website includes any such advertising, we are not responsible for the legality of or any error or inaccuracy in advertisers' materials or for the acts or omissions of the advertisers.
- 5.2 The Third Party Websites are not investigated, monitored or checked for accuracy or completeness by us.
- 5.3 We shall not be responsible for the contents, accuracy and / or opinions expressed in Third Party Websites, and the inclusion of or reference to the Third Party Websites does not imply approval or endorsement of those sites and platforms by us. We will not be involved in, and shall not be responsible for any transactions between you and a company connected through such Third Party Websites.
- 5.4 In the event you decide to leave the website and access Third Party Websites, you shall do so at your own risk.

6. INTELLECTUAL PROPERTY RIGHTS

- 6.1 Except as expressly provided in these Terms, nothing contained herein shall be construed as conferring you or any third party any license or right, by implication, estoppel or otherwise, under any law, rule or regulation including, without limitation those related to copyright or other intellectual property rights. You agree that all intellectual property appearing on the website are the property of their respective owners.
- 6.2 We shall have the ownership over the Intellectual Property Rights relating to any works, including but not limited to text, pictures, video and other content, prepared and published by us on the website ("**Works**"). You shall not use, copy, transmit, publish, distribute or broadcast such Works without our express prior permission.

7. DISCLAIMERS

- 7.1 While LB has taken great care to ensure the validity, accuracy and completeness of this website, all or any of the materials and information (including materials and information provided by third parties) contained in this website including but not limited to products, services, data, text, graphics, audio, video, links or other items are provided on an "as is" basis without any warranty or guarantee of any kind, either expressed or implied, as to the validity, accuracy, completeness or suitability of the materials and information found or offered on this website for any particular purpose.
- 7.2 You acknowledge that such materials and information may contain inaccuracies or errors and LB expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law. You expressly agree that any use of any materials and information on this website is entirely at your own risk, for which LB shall not be liable whether to you or anyone else in contract, tort, under statute or otherwise for any injury, direct, indirect, incidental, consequential or punitive damages or loss whatsoever.
- 7.3 This disclaimer of liability applies but not limited to any injury, damage or loss caused by any failure of performance, error, omission, interruption, deletion, defect, delay in operation or transmission, computer virus, communication line failure, theft or destruction or unauthorised access to, alteration of, or use of this website, whether for breach of contract, negligence or under any other cause of action. You specifically acknowledge that LB is not liable for the defamatory, offensive or illegal conduct of other users or third parties and that the risk of injury from the foregoing rests entirely with you.

8. INDEMNITY

By using and / or accessing this website, you agree to indemnify and defend us and hold us harmless against all claims, damages, costs and expenses of whatever nature (including costs on all indemnity basis) which we may incur or which may be awarded against us and which arise out of the use by you of the website or by any breach of any warranty or representation provided by you in these Terms. This indemnity shall not be subject to any limitation of liability and includes without limitation costs and expenses including professional fees incurred in responding to the dealing with claims made irrespective of whether proceeding have been commenced.

PART 3.1 - PERSONAL DATA PROTECTION NOTICE FOR EMPLOYEES

LB Aluminium Berhad (“**LB**”, “**us**”, “**we**”, “**our**”) process your personal data provided by you and / or a service provider engaged by **LB** for purposes of your employment in **LB**, which is obtained from:

- your Curriculum Vitae (CV) / resumes and supporting documents;
- the forms and supporting documents that you had filled / submitted, have to or may be required to fill / submit;
- from your communications with **LB** through various methods such as emails, social media and letters, telephone calls and conversations you have with **LB**'s personnel and / or our authorised agents; and
- from the public domain and such as your former employers, statutory bodies, or government agencies, credit bureaus or agencies which provide credit or other information,

which includes but is not limited to the following:

- your identity and background (including your name, NRIC number / passport number, birth certificate number, birth details, age, gender, race, nationality, marital status, physical information, signature, photograph);
- your contact information (including your telephone number, email, mailing addresses and fax number);
- your financial details (including your bank account number and bankruptcy disclosures);
- your statutory information (including your EPF, SOCSO, EIS and income tax reference number);
- your past employment and educational history (including your qualifications, employment history and education information);
- your employment information with **LB** (including your employee ID, designation, department, assessments and appraisals, login name and passwords, salary, benefits and rewards); and
- your professional membership information (including your membership number, and designation).

SENSITIVE INFORMATION

By signing the acknowledgement of this notice, you give us your explicit consent to process your sensitive personal data such as your mental or physical health and condition, religious beliefs and misconducts (if any) for the purposes described below or as required by law.

We may also obtain your sensitive personal information from other parties when it is allowed by law.

PURPOSE OF PROCESSING

We process your personal data for the purposes of your employment with **LB**, for **LB** business, welfare and social activities, and stakeholder engagements, including:

- to process your staff ID and work permit (if necessary);
- to process and administrate rewards and benefits including your payroll, incentives, increments, bonuses, leave, medical benefits / insurance coverage, welfare and other benefits and entitlements;
- your professional membership applications;
- for security and access within **LB** and its holding company, related company, associate corporation and affiliates;
- for **LB**'s contractual obligations with third parties;
- for financial purposes, including accounting and tax;
- for performance management including, assessments, review, appraisal and disciplinary actions;

- for talent management and restructuring exercises including promotions, demotions, transfers, secondments, succession planning, termination;
- for your training and career development activities;
- for corporate governance including auditing, internal investigations, compliance, risk management, conflict of interest reporting and security processes;
- for contact and communications purposes;
- for management reporting and to comply with legislative and statutory requirements;
- for **LB**'s employee events and welfare activities;
- for maintenance of the **LB** employee alumni network;
- for investigation of complaints and suspected suspicious transactions;
- for prevention and detection of crime;
- to protect or enforce our rights to recover any debt owing to us;
- for verification and reference checks by third parties;
- for general administrative and management purposes; and
- for all other purposes in relation or incidental to the above.

This information is necessary to us. If you do not provide all the information as requested, we will not be able to keep complete information about you, thus affecting our ability to accomplish the above stated purposes.

When providing us with the information, you represent that such information is accurate, complete, up to date and true.

DISCLOSURE OF YOUR INFORMATION

LB may disclose your personal data to the following parties (including those overseas):

- agents and service providers who provide services relating to the purposes for which the personal data is collected including data processing services;
- any person, who is under a duty of confidentiality who has undertaken the responsibility to keep such data confidential;
- **LB**'s holding company, related company, associate corporation and affiliates;
- potential or actual purchasers, successors-in-title of the business or shares (wholly or in part) of **LB** (including their advisers and representatives) as a result of a potential, proposed or actual sale of business, disposal, acquisition, merger or re-organisation; and
- other parties, in respect of whom you have consented to the disclosure of your personal data.

We do not disclose your personal data to unaffiliated third parties without your consent. However, we may disclose your personal data in good faith, if such action is necessary to comply with any authorities to whom **LB** is subject to, government or law enforcement agency (including those overseas) requirements, court orders or legal processes, or if required by law.

ACCESS, CORRECTIONS AND COMPLAINTS

If you would like to make any inquiries or complaints or requests to access, correct or limit our processing of your personal data, please contact us at:

Name : Ms. Ng Yoke Fei
Designation : Human Resources Manager
Tel : +603-8725 8822/8821
Fax : +603-8725 8828
Email : ngyf@lbalum.com.my

In the event of any inconsistencies between the English version and the Bahasa Malaysia version of this notice, the English version shall prevail.

PART 3.1 - NOTIS PERLINDUNGAN DATA PERIBADI BAGI PEKERJA

LB Aluminium Berhad ("LB", "kami") memproses data peribadi yang diberi oleh anda dan / atau penyedia perkhidmatan yang dilantik oleh **LB** bagi tujuan pekerjaan anda di **LB**, yang diperoleh daripada:

- *Curriculum Vitae* (CV) / resume dan dokumen sokongan anda;
- borang dan dokumen sokongan yang telah anda isi / serahkan, atau mungkin dikehendaki untuk isi / serahkan;
- daripada komunikasi anda dengan **LB** melalui pelbagai kaedah seperti e-mel, media sosial dan surat, panggilan telefon dan perbualan anda dengan kakitangan **LB** dan / atau ejen kami yang diberi kuasa; dan
- daripada domain awam dan pihak ketiga contohnya bekas majikan anda, badan berkanun atau agensi kerajaan, biro kredit atau agensi yang menyediakan kredit atau maklumat lain,

yang termasuk tetapi tidak terhad kepada yang berikut:

- identiti dan latar belakang anda (termasuk nama, nombor kad pengenalan / nombor pasport, nombor surat beranak, butiran kelahiran, umur, jantina, bangsa, kewarganegaraan, status perkahwinan, maklumat fizikal, tandatangan, gambar);
- maklumat yang kami dapat gunakan untuk menghubungi anda (termasuk nombor telefon, e-mel, alamat surat-menyurat dan nombor faks);
- butiran kewangan anda (termasuk nombor akaun bank dan penzahiran kebangkrutan);
- maklumat statutori anda (termasuk nombor rujukan KWSP, PERKESO, EIS dan cukai pendapatan anda);
- pekerjaan terdahulu dan sejarah pendidikan anda (termasuk kelayakan, sejarah pekerjaan dan maklumat pendidikan anda);
- maklumat pekerjaan anda dengan **LB** (termasuk ID pekerja, jawatan, jabatan, penilaian dan penilaian, nama login dan kata laluan, gaji, faedah dan ganjaran); dan
- maklumat keahlian profesional anda (termasuk nombor keahlian anda, jawatan).

MAKLUMAT SENSITIF

Dengan menandatangani akuan notis ini, anda memberi kami persetujuan jelas untuk memproses data peribadi sensitif anda seperti maklumat kesihatan dan keadaan mental dan fizikal anda, kepercayaan agama dan salah laku (jika ada) untuk tujuan yang dinyatakan di bawah ini atau seperti yang dikehendaki oleh undang-undang.

Kami juga mungkin memperoleh maklumat peribadi anda daripada pihak lain sekiranya dibenarkan undang-undang.

TUJUAN PEMROSESAN

Kami memproses data peribadi anda bagi tujuan pekerjaan anda bersama **LB**, untuk perniagaan, kebajikan dan kegiatan sosial, dan kerja-kerja pihak berkepentingan **LB**, termasuk:

- untuk memproses ID pekerja dan permit kerja (jika perlu);
- untuk memproses dan mentadbir ganjaran dan faedah termasuk gaji, insentif, kenaikan gaji, bonus, cuti, manfaat perubatan / perlindungan insurans, kebajikan dan faedah dan kelayakan lain;
- permohonan keahlian profesional anda;
- bagi tujuan keselamatan dan akses dalam **LB** dan syarikat induknya, syarikat berkaitan, syarikat bersekutu dan sekutu;
- bagi tujuan obligasi kontrak **LB** dengan pihak ketiga;
- bagi tujuan kewangan, termasuk perakaunan dan cukai;
- bagi tujuan pengurusan prestasi termasuk penilaian dan tindakan tatatertib;
- untuk pengurusan bakat dan penstrukturan semula termasuk kenaikan pangkat, penurunan pangkat, pemindahan, peminjaman, perancangan penggantian, penamatan;
- untuk tujuan latihan dan aktiviti pembangunan kerjaya anda;

- untuk tujuan urus tadbir korporat termasuk pengauditan, penyiasatan dalaman, pematuhan, pengurusan risiko, laporan konflik kepentingan dan proses keselamatan;
- bagi tujuan komunikasi dan perhubungan;
- bagi tujuan laporan pengurusan dan untuk mematuhi kehendak perundangan dan statutori;
- bagi tujuan acara dan aktiviti kebajikan pekerja-pekerja **LB**;
- bagi tujuan penyelenggaraan rangkaian alumni pekerja **LB**;
- bagi tujuan penyiasatan aduan dan transaksi yang menimbulkan syak wasangka;
- bagi tujuan pencegahan dan pengesanan jenayah;
- untuk melindungi atau menguatkuasa hak kami untuk memperoleh semula segala hutang kami;
- untuk pengesahan dan pemeriksaan rujukan oleh pihak ketiga;
- bagi tujuan pentadbiran dan pengurusan am; dan
- bagi tujuan lain yang berkaitan atau bersampingan dengan perkara di atas.

Kami memerlukan maklumat anda. Jika anda tidak memberikan semua maklumat seperti yang diminta, kami tidak akan dapat menyimpan maklumat lengkap tentang anda, lantas akan mempengaruhi keupayaan kami untuk mencapai tujuan seperti yang dinyatakan di atas.

Apabila memberi kami maklumat, anda memberi representasi bahawa maklumat tersebut adalah tepat, lengkap, terkini dan benar.

PENZAHIRAN MAKLUMAT ANDA

LB mungkin menzahirkan data peribadi anda kepada pihak-pihak berikut (termasuk yang berada di luar negara):

- ejen dan penyedia perkhidmatan yang menyediakan perkhidmatan yang berkaitan dengan tujuan yang mana data peribadi dikumpulkan termasuk perkhidmatan pemrosesan data;
- mana-mana individu yang berada di bawah tanggungjawab kerahsiaan yang telah membuat aku janji untuk menyimpan data sulit tersebut;
- syarikat induk, syarikat berkaitan, syarikat bersekutu dan sekutu **LB**;
- pembeli potensi atau pembeli yang sebenar, pengganti dalam hakmilik perniagaan atau saham (keseluruhan atau sebahagian daripada) **LB** (termasuk penasihat dan wakil mereka) akibat kemungkinan, cadangan atau jualan perniagaan sebenar, pelupusan, pemerolehan, penggabungan atau penyusunan semula; dan
- pihak-pihak lain yang telah anda berikan persetujuan di atas pendedahan data peribadi anda.

Kami tidak menzahirkan data peribadi anda kepada pihak ketiga yang tidak berkaitan tanpa kebenaran anda. Walau bagaimanapun, kami mungkin menzahirkan data peribadi anda dengan suci hati jika tindakan sedemikian perlu untuk mematuhi mana-mana pihak berkuasa yang perlu dipatuhi oleh **LB**, kehendak kerajaan atau agensi penguatkuasa undang-undang (termasuk yang berada di luar negara), perintah mahkamah atau proses undang-undang, atau jika dikehendaki oleh undang-undang.

AKSES, PEMBETULAN DAN ADUAN

Jika anda ingin membuat sebarang pertanyaan atau aduan atau permintaan untuk mengakses, membetulkan atau mengehadkan pemrosesan data peribadi anda, sila hubungi kami di:

Nama	:	Puan Ng Yoke Fei
Jawatan	:	Pengurus Sumber Manusia
Tel	:	+603-8725 8822/8821
Faks	:	+603-8725 8828
Emel	:	ngyf@lbalum.com.my

Sekiranya terdapat sebarang percanggahan antara versi Bahasa Inggeris dan versi Bahasa Malaysia notis ini, versi Bahasa Inggeris akan diguna pakai.

PART 3.2 - PERSONAL DATA PROTECTION NOTICE FOR JOB APPLICANTS

LB Aluminium Berhad (“**LB**”, “**us**”, “**we**”, “**our**”) process your personal data provided by you and / or a service provider engaged by **LB** in order to be considered for employment, which is obtained from:

- your Curriculum Vitae (CV) / resumes and supporting documents;
- the forms and supporting documents that you had filled / submitted, have to or may be required to fill / submit;
- from your communications with **LB** through various methods such as emails, social media and letters, telephone calls and conversations you have with **LB**'s personnel and / or our authorised agents; and
- from the public domain and third parties such as your referees, current / former employers, statutory bodies, or government agencies, credit bureaus or agencies which provide credit or other information,

which includes but is not limited to the following:

- your identity and background (including your name, NRIC number / passport number, birth certificate number, birth details, age, gender, race, nationality, marital status, physical information, signature, photograph);
- your contact information (including your telephone number, email, mailing addresses and fax number);
- your financial details (including bankruptcy disclosures);
- your past employment and educational history (including your qualifications, employment history and education information); and
- your professional membership information (including your membership number, designation).

SENSITIVE INFORMATION

By signing the acknowledgement of this notice, you give us your explicit consent to process your sensitive personal data such as your mental or physical health and condition, religious beliefs and misconducts (if any) for the purposes described below or as required by law.

We may also obtain your sensitive personal information from other parties when it is allowed by law.

PURPOSE OF PROCESSING

We process your personal data for the following purposes:

- to consider, assess and evaluate your suitability and qualifications for a position within **LB** or any of its holding company, related company, associate corporation and affiliates;
- to develop and store a list of possible potential candidates to fill in a future post or position within **LB** or any of its holding company, related company, associate corporation and affiliates;
- to conduct pre-employment checks including reference and / or background checks;
- for contact and communications purposes;

- for management reporting and to comply with legislative and statutory requirements;
- for general administrative and management purposes; and
- for all other purposes in relation or incidental to the above.

The information is necessary to us. Unless otherwise stated, all information requested by **LB** is obligatory. If you do not provide all the information as requested, we will not be able to keep your complete record of information, thus affecting our ability to accomplish the above stated purposes and therefore unable to fully process your application and consider you for employment.

When providing us with the information, you represent that such information is accurate, complete, up to date and true.

DISCLOSURE OF INFORMATION

LB may disclose your personal data to the following parties (including those within and outside Malaysia):

- agents and service providers that provide services relating to the purposes for which the personal data is collected, including data processing services;
- your agents and advisors (including but not limited to accountants, auditors, lawyers, financial advisers or other professional advisers) and any other person notified by and authorised by you;
- any person, who is under a duty of confidentiality who has undertaken the responsibility to keep such data confidential;
- **LB**'s holding company, related company, associated corporation and affiliates;
- potential or actual purchasers, successors-in-title of the business or shares (wholly or in part) of **LB** (including their advisers and representatives) as a result of a potential, proposed or actual sale of business, disposal, acquisition, merger or re-organisation; and
- other parties, in respect of whom you have consented to the disclosure of your personal data.

We do not disclose your personal data to unaffiliated third parties without your consent. However, we may disclose your personal data in good faith, if such action is necessary to comply with government or law enforcement agency (including those overseas) requirements, court orders or legal processes, or if required by law.

ACCESS, CORRECTIONS AND COMPLAINTS

If you would like to make any inquiries or complaints or requests to access, correct or limit our processing of your personal data, please contact us at:

Name : Ms. Ng Yoke Fei
Designation : Human Resources Manager
Tel : +603-8725 8822/8821
Fax : +603-8725 8828
Email : ngyf@lbalum.com.my

In the event of any inconsistencies between the English version and the Bahasa Malaysia version of this notice, the English version shall prevail.

PART 3.2 - NOTIS PERLINDUNGAN DATA PERIBADI UNTUK PEMOHON PEKERJAAN

LB Aluminium Berhad ("LB", "kami") memproses data peribadi yang diberi oleh anda dan / atau penyedia perkhidmatan yang dilantik oleh **LB** bagi tujuan untuk mempertimbangkan anda bagi peluang pekerjaan, yang diperolehi daripada:

- *Curriculum Vitae* (CV) / resume dan dokumen sokongan anda;
- borang dan dokumen sokongan yang telah anda isi / serahkan, atau mungkin dikehendaki untuk isi / serahkan;
- daripada komunikasi anda dengan **LB** melalui pelbagai kaedah seperti e-mel, media sosial dan surat, panggilan telefon dan perbualan anda dengan kakitangan **LB** dan / atau ejen kami yang diberi kuasa; dan
- daripada domain awam dan pihak ketiga contohnya perujuk peribadi, bekas atau majikan anda masa kini, badan berkanun atau agensi kerajaan, biro kredit atau agensi yang menyediakan kredit atau maklumat lain,

yang termasuk tetapi tidak terhad kepada yang berikut:

- identiti dan latar belakang anda (termasuk nama, nombor kad pengenalan / nombor pasport, nombor surat beranak, butiran kelahiran, umur, jantina, bangsa, kewarganegaraan, status perkahwinan, maklumat fizikal, tandatangan, gambar);
- maklumat yang kami dapat gunakan untuk menghubungi anda (termasuk nombor telefon, e-mel, alamat surat menyurat dan nombor faks);
- butiran kewangan anda (termasuk penzahiran kebangkrutan);
- sejarah pekerjaan terdahulu dan pendidikan anda (termasuk kelayakan, sejarah pekerjaan dan maklumat pendidikan); dan
- maklumat keahlian profesional anda (termasuk nombor keahlian anda, jawatan).

MAKLUMAT SENSITIF

Dengan menandatangani akuan notis ini, anda memberi kami persetujuan jelas untuk memproses data peribadi sensitif anda seperti maklumat kesihatan dan keadaan mental dan fizikal anda, kepercayaan agama dan salah laku (jika ada) untuk tujuan yang dinyatakan di bawah ini atau seperti yang dikehendaki oleh undang-undang.

Kami juga mungkin memperoleh maklumat peribadi anda daripada pihak lain sekiranya dibenarkan undang-undang.

TUJUAN PEMROSESAN

Kami memproses data peribadi anda untuk tujuan berikut:

- untuk mempertimbangkan dan menilai kesesuaian dan kelayakan anda bagi jawatan dalam **LB** atau mana-mana syarikat induknya, syarikat berkaitan, syarikat bersekutu dan sekutu;
- untuk membangun dan menyimpan senarai calon yang berpotensi untuk mengisi jawatan atau kedudukan masa depan dalam **LB** atau mana-mana syarikat induk, syarikat berkaitan, syarikat bersekutu dan sekutu;
- untuk menjalankan pemeriksaan pra-pekerjaan termasuk rujukan dan / atau pemeriksaan latar belakang;
- untuk tujuan hubungan dan komunikasi;
- untuk laporan pengurusan dan mematuhi kehendak perundangan dan statutori; dan

- untuk tujuan pentadbiran dan pengurusan am; dan
- untuk tujuan lain yang berkaitan atau bersampingan dengan perkara di atas.

Kami memerlukan maklumat anda. Melainkan sekiranya dinyatakan sebaliknya, semua maklumat yang diminta oleh **LB** adalah wajib. Jika anda tidak memberikan semua maklumat seperti yang diminta, kami tidak akan dapat menyimpan maklumat lengkap anda, dan ini akan mempengaruhi keupayaan kami untuk mencapai tujuan pemrosesan yang dinyatakan di atas, sekaligus akan memberi kesan ke atas permohonan pekerjaan anda.

Apabila memberi kami maklumat, anda memberi representasi bahawa maklumat tersebut adalah tepat, lengkap, terkini dan benar.

PENZAHIRAN MAKLUMAT

LB mungkin menzahirkan data peribadi anda kepada pihak-pihak berikut (termasuk yang berada di dalam dan luar negara):

- ejen dan penyedia perkhidmatan yang menyediakan perkhidmatan yang berkaitan dengan tujuan data peribadi dikumpulkan termasuk perkhidmatan pemrosesan data;
- ejen dan penasihat anda (termasuk tetapi tidak terhad kepada akauntan, auditor, peguam, penasihat kewangan atau penasihat profesional yang lain) dan mana-mana individu yang telah dimaklumkan dan diberi kebenaran oleh anda;
- mana-mana individu di bawah kewajipan kerahsiaan yang telah mengaku janji untuk memastikan data tersebut dirahsiakan;
- syarikat induk, syarikat berkaitan, syarikat bersekutu dan sekutu **LB**;
- pembeli potensi atau pembeli yang sebenar, pengganti dalam hakmilik perniagaan atau saham (keseluruhan atau sebahagian daripada) **LB** (termasuk penasihat dan wakil mereka) akibat kemungkinan, cadangan atau jualan perniagaan sebenar, pelupusan, pemerolehan, penggabungan atau penyusunan semula; dan
- pihak-pihak lain yang telah anda berikan persetujuan di atas pendedahan data peribadi anda.

Kami tidak akan mendedahkan data peribadi anda kepada pihak-pihak ketiga yang tidak berkaitan tanpa persetujuan anda. Walau bagaimanapun, kami mungkin akan mendedahkan data peribadi anda secara suci hati, jika dikehendaki untuk mematuhi kehendak kerajaan atau agensi penguatkuasaan undang-undang (termasuk yang di luar negara), perintah mahkamah, proses perundangan atau jika dikehendaki undang-undang.

AKSES, PEMBETULAN DAN ADUAN

Jika anda ingin membuat sebarang pertanyaan atau aduan atau permohonan untuk mengakses atau membetulkan atau menghadkan pemrosesan data peribadi anda, anda boleh menghubungi kami:

Nama : Puan Ng Yoke Fei
Jawatan : Pengurus Sumber Manusia
Tel : +603-8725 8822/8821
Faks : +603-8725 8828
Emel : ngyf@lbalum.com.my

Sekiranya terdapat sebarang percanggahan antara versi Bahasa Inggeris dan versi Bahasa Malaysia notis ini, versi Bahasa Inggeris akan diguna pakai.

PART 3.3 - PERSONAL DATA PROTECTION NOTICE FOR SHAREHOLDERS

LB Aluminium Berhad (“**LB**”, “**us**”, “**we**”, “**our**”) process your personal data provided by you and / or a service provider engaged by **LB** for purposes of your previous or current acquisition of **LB**'s shares, which is obtained from:

- the forms and supporting documents that you had filled / submitted, have to or may be required to fill / submit;
- from your communications with **LB** through various methods such as emails, social media and letters, telephone calls and conversations you have with **LB**'s personnel and / or our authorised agents;
- from the public domain and third parties such as your employers, security providers, authorised depository agent, legal representatives, authorities, statutory bodies or government agencies, credit bureaus or agencies which provide credit or other information,

which includes but is not limited to the following:

- your identity and background (including your name, NRIC number / passport number, birth certificate number, birth details, age, gender, race, nationality, marital status, physical information, signature, photograph);
- your contact information (including your telephone numbers, email and mailing addresses); and
- your financial details (including your bank account number and bankruptcy disclosures).

PURPOSE OF PROCESSING

We process your personal data for the following purposes:

- for preparation and execution of legal documents and / or instruments;
- for verification and security purposes;
- to respond to any enquiries and complaints;
- processing and administration of rewards and benefits including your dividends and other benefits and entitlements;
- for security and access within **LB** and its holding company, related company, associate corporation and affiliates;
- for corporate governance including auditing, internal investigations, compliance, risk management, conflict of interest reporting and security processes;
- for internal checks and functions including statistical analysis and modelling, reporting, compliance, audit and risk assessment, management and monitoring;
- to produce data, reports and statistics which have been anonymised or aggregated in a manner that does not identify you as an individual;
- financial purposes, including accounting and tax;
- contact and communications purposes;
- management reporting and to comply with legislative and statutory requirements;

- for the investigation of complaints and suspected suspicious transactions;
- for prevention and detection of crime;
- to protect or enforce our rights to recover any debt owing to us;
- for verification and reference checks by third parties;
- general administrative and management purposes; and
- for all other purposes in relation or incidental to the above.

This information is necessary to us. If you do not provide all the information as requested, we will not be able to keep complete information about you, thus affecting our ability to accomplish the above stated purposes.

DISCLOSURE OF INFORMATION

LB may disclose your personal data to the following parties (including those overseas):

- agents and service providers who provide services relating to the purposes for which the personal data is collected including data processing services;
- any person, who is under a duty of confidentiality who has undertaken the responsibility to keep such data confidential;
- **LB**'s holding company, related company, associate corporation and affiliates;
- potential or actual purchasers, successors-in-title of the business or shares (wholly or in part) of **LB** (including their advisers and representatives) as a result of a potential, proposed or actual sale of business, disposal, acquisition, merger or re-organisation; and
- other parties, in respect of whom you have consented to the disclosure of your personal data.

We do not disclose your personal data to unaffiliated third parties without your consent. However, we may disclose your personal data in good faith, if such action is necessary to comply with any authorities to whom **LB** is subject to, government or law enforcement agency (including those overseas) requirements, court orders or legal processes, or if required by law.

ACCESS, CORRECTIONS AND COMPLAINTS

If you would like to make any inquiries or complaints or requests to access, correct or limit our processing of your personal data, you may contact our please contact us at:

Name : Ms. Ng Yoke Fei
Designation : Human Resources Manager
Tel : +603-8725 8822/8821
Fax : +603-8725 8828
Email : ngyf@lbalum.com.my

In the event of any inconsistencies between the English version and the Bahasa Malaysia version of this notice, the English version shall prevail.

In line with our steadfast commitment to privacy and data protection, we wish to notify shareholders who acquire shares in LB Aluminium Berhad that, by participating in this purchase, you are hereby considered to have referred to the Personal Data Protection Notice for Shareholders. This notice delineates our policies and practices related to the collection, use, and protection of personal data. Your understanding of these policies and practises are crucial in upholding the confidentiality and security of your personal information within the framework of our shareholder relations.

PART 3.3 - NOTIS PERLINDUNGAN DATA PERIBADI UNTUK PEMEGANG SAHAM

LB Aluminium Berhad (“**LB**”, “**kami**”) memproses data peribadi yang diberi oleh anda dan / atau penyedia perkhidmatan yang dilantik oleh **LB** bagi tujuan pemerolehan masa kini atau terdahulu, saham **LB**, yang diperolehi daripada:

- borang dan dokumen sokongan yang anda telah isi / serahkan, dikehendaki atau mungkin dikehendaki untuk isi / serahkan;
- daripada komunikasi anda dengan **LB** melalui pelbagai kaedah seperti e-mel, media sosial dan surat panggilan telefon dan perbualan anda dengan pekerja **LB** dan / atau ejen yang telah diberi kuasa oleh kami;
- daripada domain awam dan pihak ketiga seperti majikan anda, penyedia sekuriti, ejen depositori dibenarkan, wakil undang-undang, pihak berkuasa, badan berkanun atau agensi kerajaan, biro kredit atau agensi yang memberikan kredit atau maklumat lain,

termasuk tetapi tidak terhad kepada yang berikut:

- identiti dan latar belakang anda (termasuk nama, nombor kad pengenalan / nombor pasport, nombor surat beranak, butir kelahiran, umur, jantina, bangsa, kewarganegaraan, status perkahwinan, maklumat fizikal, tandatangan, gambar); maklumat untuk digunakan bagi menghubungi anda (termasuk nombor-nombor telefon, alamat e-mel dan alamat surat menyurat); dan
- butir kewangan anda (termasuk nombor akaun bank anda dan penzahiran kebankrapan);

TUJUAN PEMROSESAN

Kami memproses data peribadi anda untuk tujuan berikut:

- untuk tujuan penyediaan dan pelaksanaan dokumen dan / atau instrumen undang-undang;
- untuk tujuan pengesahan dan keselamatan;
- untuk tujuan memberi respon kepada pertanyaan dan aduan;
- pemprosesan dan pentadbiran ganjaran dan faedah termasuk dividen anda dan apa-apa faedah dan kelayakan lain;
- untuk keselamatan dan akses dalam **LB** dan syarikat pemegangannya, syarikat berkaitan, syarikat bersekutu dan sekutu;
- untuk tadbir urus korporat termasuk pengauditan, penyiasatan dalaman, pematuhan, pengurusan risiko, laporan konflik kepentingan dan proses keselamatan;
- untuk pemeriksaan dalaman dan fungsi termasuk analisis statistik dan pemodelan, pelaporan, kepatuhan, audit dan penilaian risiko, pengurusan dan pemantauan;
- untuk menghasilkan data, laporan dan statistik yang telah disiarkan atau diagregasi dengan cara yang tidak mengenal pasti anda sebagai individu;
- tujuan kewangan, termasuk perakaunan dan cukai;
- tujuan hubungan dan komunikasi;
- pelaporan pengurusan dan mematuhi kehendak perundangan dan statutori;
- untuk penyiasatan aduan dan transaksi yang mencurigakan;
- untuk pencegahan dan pengesanan jenayah;

- untuk melindungi atau menguatkuasakan hak kami untuk mendapatkan semula sebarang hutang kami;
- untuk pengesahan dan pemeriksaan rujukan oleh pihak ketiga;
- tujuan pentadbiran dan pengurusan am; dan
- untuk semua tujuan lain yang berkaitan atau bersampingan dengan perkara di atas.

Kami memerlukan maklumat anda. Sekiranya anda tidak menyediakan semua maklumat seperti yang diminta, kami tidak dapat menyimpan rekod yang lengkap mengenai anda, dan ini akan menjejaskan keupayaan kami untuk mencapai tujuan seperti yang dinyatakan di atas.

PENZAHIRAN MAKLUMAT

LB mungkin menzahirkan data peribadi anda kepada pihak-pihak berikut (termasuk yang berada di luar negara):

- ejen dan penyedia perkhidmatan yang menyediakan perkhidmatan yang berkaitan dengan tujuan data peribadi dikumpul, termasuk perkhidmatan pemprosesan data;
- mana-mana individu di bawah kewajipan kerahsiaan yang telah mengaku janji untuk memastikan data tersebut dirahsiakan;
- syarikat pemegang, syarikat berkaitan, syarikat bersekutu dan sekutu **LB**;
- pembeli potensi atau pembeli yang sebenar, pengganti dalam hakmilik perniagaan atau saham (keseluruhan atau sebahagian daripada) **LB** (termasuk penasihat dan wakil mereka) akibat kemungkinan, cadangan atau jualan perniagaan sebenar, pelupusan, pemerolehan, penggabungan atau penyusunan semula; dan
- pihak-pihak lain yang telah anda berikan persetujuan di atas pendedahan data peribadi anda.

Kami tidak mendedahkan data peribadi anda kepada pihak ketiga yang tidak berkaitan tanpa kebenaran anda. Walau bagaimanapun, kami mungkin mendedahkan data peribadi anda dengan suci hati jika tindakan sedemikian diperlukan untuk mematuhi mana-mana pihak berkuasa yang perlu dipatuhi oleh **LB**, kehendak kerajaan atau agensi penguatkuasa undang-undang (termasuk yang di luar negara), perintah mahkamah atau proses undang-undang, atau jika dikehendaki oleh undang-undang.

AKSES, PEMBETULAN DAN ADUAN

Jika anda ingin membuat sebarang pertanyaan atau aduan atau permintaan untuk mengakses, membetulkan atau mengehaskan pemprosesan data peribadi anda, sila hubungi kami di:

Nama : Puan Ng Yoke Fei
Jawatan : Pengurus Sumber Manusia
Tel : +603-8725 8822/8821
Faks : +603-8725 8828
Emel : ngyf@lbalum.com.my

Sekiranya terdapat sebarang percanggahan antara versi Bahasa Inggeris dan versi Bahasa Malaysia notis ini, versi Bahasa Inggeris akan diguna pakai.

Selaras dengan komitmen teguh kami terhadap privasi dan perlindungan data, kami ingin memberitahu pemegang saham yang memperoleh saham dalam **LB Aluminium Berhad** bahawa, dengan mengambil bahagian dalam pembelian ini, anda dengan ini dianggap telah merujuk kepada Notis Perlindungan Data Peribadi untuk Pemegang Saham. Notis ini menggariskan dasar dan amalan kami yang berkaitan dengan pengumpulan, penggunaan dan perlindungan data peribadi. Pemahaman anda tentang dasar dan amalan ini adalah penting dalam menjaga kerahsiaan dan keselamatan maklumat peribadi anda dalam rangka kerja perhubungan pemegang saham kami.

PART 3.4 - PERSONAL DATA PROTECTION NOTICE FOR INDIVIDUAL CUSTOMERS

LB Aluminium Berhad (“**LB**”, “**us**”, “**we**”, “**our**”) process your personal data provided by you and / or a service provider engaged by **LB**, which is obtained from:

- the forms and supporting documents that you had filled / submitted, have to or may be required to fill / submit; and
- from your communications with **LB** through various methods such as emails, social media and letters, telephone calls and conversations you have with **LB**'s personnel and / or our authorised agents;

which includes is but not limited to the following:

- your identity and background (including your name, NRIC number, signature);
- your contact information (including your telephone numbers, email and mailing addresses); and
- your financial details (including your bank account number, bankruptcy disclosures, letter of personal guarantees)

PURPOSE OF PROCESSING

We process your personal data for the following purposes:

- to provide the relevant products and / or services to you;
- for preparation and execution of legal documents;
- for financial purposes, including payment, accounting and tax;
- for contact and communications purposes;
- to provide you information of products and / or services which may be of interest to you;
- to respond to any of your query or inquiry;
- for the handling and investigation of complaints and suspected suspicious transactions;
- for prevention and detection of crime;
- to protect or enforce our rights to recover any debt owing to us;
- for management reporting and to comply with legislative and statutory requirements;
- for verification and reference checks by third parties;
- for general administrative and management purposes;
- for insurance compensation purpose; and
- for all other purposes in relation or incidental to the above.

Your information is necessary to us. If you do not provide all the information as requested, we will not be able to keep your complete information, thus affecting our ability to accomplish the above stated purposes.

DISCLOSURE OF YOUR INFORMATION

LB may disclose your personal data to the following parties (including those within and outside Malaysia):

- agents and service providers that provide services relating to the purposes for which the personal data is collected, including data processing services;
- your agents and advisors (including but not limited to accountants, auditors, lawyers, financial advisers or other professional advisers) and any other person notified by and authorised by you;
- any person, who is under a duty of confidentiality who has undertaken the responsibility to keep such data confidential;
- **LB**'s holding company, related company, associated companies and affiliates;
- potential or actual purchasers, successors-in-title of the business or shares (wholly or in part) of **LB** (including their advisers and representatives) as a result of a potential, proposed or actual sale of business, disposal, acquisition, merger or re-organisation; and
- other parties, in respect of whom you have consented to the disclosure of your personal data.

We do not disclose your personal data to unaffiliated third parties without your consent. However, we may disclose your personal data in good faith, if such action is necessary to comply with government or law enforcement agency (including those overseas) requirements, court orders or legal processes, or if required by law.

ACCESS, CORRECTIONS AND COMPLAINTS

If you would like to make any inquiries or complaints or requests to access, correct or limit our processing of your personal data, please contact us at:

Name	:	Ms. Ng Yoke Fei
Designation	:	Human Resources Manager
Tel	:	+603-8725 8822/8821
Fax	:	+603-8725 8828
Email	:	ngyf@lbalum.com.my

In the event of any inconsistencies between the English version and the Bahasa Malaysia version of this notice, the English version shall prevail.

PART 3.4 - NOTIS PERLINDUNGAN DATA PERIBADI UNTUK PELANGGAN INDIVIDU

LB Aluminium Berhad (“**LB**”, “**kami**”) memproses data peribadi yang diberikan oleh anda dan / atau penyedia perkhidmatan yang dilantik oleh **LB** yang diperolehi daripada:

- borang dan dokumen sokongan yang telah anda isi / serahkan, atau mungkin dikehendaki untuk isi / serahkan; dan
- daripada komunikasi anda dengan **LB** melalui pelbagai kaedah seperti e-mel, media sosial dan surat, panggilan telefon dan perbualan anda dengan kakitangan **LB** dan / atau ejen kami yang diberi kuasa;

termasuk tetapi tidak terhad kepada yang berikut:

- identiti dan latar belakang anda (termasuk nama, nombor kad pengenalan, tandatangan);
- maklumat yang kami dapat gunakan untuk menghubungi anda (termasuk nombor telefon, e-mel, alamat surat menyurat); dan
- butiran kewangan anda (termasuk nombor akaun bank, penzahiran kebangkrapan surat jaminan peribadi).

TUJUAN PEMROSESAN

Kami memproses data peribadi anda untuk tujuan berikut:

- untuk menyediakan produk dan / atau perkhidmatan yang berkaitan kepada anda;
- untuk penyediaan dan pelaksanaan dokumen undang-undang;
- untuk tujuan kewangan, termasuk pembayaran, perakaunan dan cukai;
- untuk tujuan hubungan dan komunikasi;
- untuk memberi anda maklumat mengenai produk dan / atau perkhidmatan yang anda mungkin berminat terhadap;
- untuk membalas mana-mana pertanyaan anda;
- untuk menangani dan menyasiat aduan dan transaksi yang mencurigakan;
- untuk pencegahan dan pengesanan jenayah;
- untuk melindungi atau menguatkuasakan hak kami untuk mendapatkan kembali hutang kami;
- untuk laporan pengurusan dan mematuhi kehendak perundangan dan statutori;
- untuk pengesahan dan pemeriksaan rujukan oleh pihak ketiga;
- tujuan pentadbiran dan pengurusan am;
- untuk tujuan pampasan insuran; dan
- untuk semua tujuan lain yang berkaitan atau bersampingan dengan perkara di atas.

Kami memerlukan maklumat anda. Sekiranya anda tidak memberi semua maklumat seperti yang diminta, kami tidak dapat menyimpan rekod yang lengkap mengenai anda, dan ini akan menjejaskan keupayaan kami untuk memproses data peribadi anda untuk tujuan-tujuan yang dinyatakan di atas.

PENZAHIRAN MAKLUMAT

LB mungkin menzahirkan data peribadi anda kepada pihak-pihak berikut (termasuk yang berada di dalam dan luar negara):

- ejen dan penyedia perkhidmatan yang menyediakan perkhidmatan yang berkaitan dengan tujuan data peribadi dikumpul, termasuk perkhidmatan pemrosesan data;
- ejen dan penasihat anda (termasuk tetapi tidak terhad kepada akauntan, peguam, penasihat kewangan atau penasihat profesional lain) dan mana-mana individu lain yang telah dimaklumkan dan diberi kuasa oleh anda;
- mana-mana individu di bawah kewajipan kerahsiaan yang telah mengaku janji untuk memastikan data tersebut dirahsiakan;
- syarikat induk, syarikat berkaitan, syarikat bersekutu dan sekutu **LB**;
- pembeli potensi atau pembeli yang sebenar, pengganti dalam hakmilik perniagaan atau saham (keseluruhan atau sebahagian daripada) **LB** (termasuk penasihat dan wakil mereka) akibat kemungkinan, cadangan atau jualan perniagaan sebenar, pelupusan, pemerolehan, penggabungan atau penyusunan semula; dan
- pihak-pihak lain yang telah anda berikan persetujuan di atas pendedahan data peribadi anda.

Kami tidak mendedahkan data peribadi anda kepada pihak ketiga yang tidak berkaitan tanpa kebenaran anda. Walau bagaimanapun, kami mungkin mendedahkan data peribadi anda dengan suci hati jika tindakan sedemikian diperlukan untuk mematuhi kehendak-kehendak kerajaan atau agensi penguatkuasaan undang-undang (termasuk yang berada di luar negara), perintah mahkamah atau proses undang-undang, atau jika dikehendaki oleh undang-undang.

AKSES, PEMBETULAN DAN ADUAN

Jika anda ingin membuat sebarang pertanyaan atau aduan atau permintaan untuk mengakses, membetulkan atau mengehentikan pemrosesan data peribadi anda, sila hubungi kami di:

Nama : Puan Ng Yoke Fei
Jawatan : Pengurus Sumber Manusia
Tel : +603-8725 8822/8821
Faks : +603-8725 8828
Emel : ngyf@lbalum.com.my

Sekiranya terdapat sebarang percanggahan antara versi Bahasa Inggeris dan versi Bahasa Malaysia notis ini, versi Bahasa Inggeris akan diguna pakai.

PART 3.5 - PERSONAL DATA PROTECTION NOTICE FOR PERSONAL GUARANTORS

LB Aluminium Berhad (“**LB**”, “**us**”, “**we**”, “**our**”) process your personal data as guarantor for facilities of third party(s) which you undertake to guarantee, which is obtained from:

- the forms and supporting documents that you had filled / submitted, have to or may be required to fill / submit;
- from your communications with **LB** through various methods such as emails, social media and letters, telephone calls and conversations you have with **LB**'s personnel and / or our authorised agents; and
- from the public domain and third parties such as your employers, security providers, authorised depository agent, legal representatives, authorities, statutory bodies or government agencies, credit bureaus or agencies which provide credit or other information,

which includes but not limited to the following:

- your identity and background (including your name, NRIC number / passport number, birth certificate number, birth details, age, gender, race, nationality, marital status, physical information, signature, photograph);
- your contact information (including your telephone numbers, email and mailing addresses); and
- your financial details (including your bank account number and bankruptcy disclosures).

PURPOSE OF PROCESSING

We process your personal data for the following purposes:

- for evaluation of you as a guarantor of facilities provided by us to the applicant / grantee of the facilities;
- where applicable, verifying your current and ongoing financial standing by performing credit reference and credit checks on your credibility and eligibility;
- for preparation and execution of legal documents and / or instruments;
- for verification and security purposes;
- to respond to any enquiries and complaints;
- for internal checks and functions including statistical analysis and modelling, reporting, compliance, audit and risk assessment, management and monitoring
- to produce data, reports and statistics which have been anonymised or aggregated in a manner that does not identify you as an individual;
- financial purposes, including accounting and tax;
- contact and communications purposes;
- management reporting and to comply with legislative and statutory requirements;
- for the investigation of complaints and suspected suspicious transactions;

- for prevention and detection of crime;
- to protect or enforce our rights to recover any debt owing to us;
- for verification and reference checks by third parties;
- general administrative and management purposes; and
- for all other purposes in relation or incidental to the above.

Your information is necessary to us. If you do not provide all the information as requested, we will not be able to keep complete information about you thus affecting us to accomplish the above stated purposes.

DISCLOSURE OF YOUR INFORMATION

LB may disclose your personal data to the following parties (including those within and outside Malaysia):

- agents and service providers that provide services relating to the purposes for which the personal data is collected, including data processing services;
- your agents and advisors (including but not limited to accountants, auditors, lawyers, financial advisers or other professional advisers) and any other person notified by and authorised by you;
- any person, who is under a duty of confidentiality who has undertaken the responsibility to keep such data confidential;
- **LB**'s holding company, related company, associate corporation and affiliates;
- potential or actual purchasers, successors-in-title of the business or shares (wholly or in part) of **LB** (including their advisers and representatives) as a result of a potential, proposed or actual sale of business, disposal, acquisition, merger or re-organisation; and
- other parties, in respect of whom you have consented to the disclosure of your personal data.

We do not disclose your personal data to unaffiliated third parties without your consent. However, we may disclose your personal data in good faith, if such action is necessary to comply with government or law enforcement agency (including those overseas) requirements, court orders or legal processes, or if required by law.

ACCESS, CORRECTIONS AND COMPLAINTS

If you would like to make any inquiries or complaints or requests to access, correct or limit our processing of your personal data, please contact us at:

Name : Ms. Ng Yoke Fei
Designation : Human Resources Manager
Tel : +603-8725 8822/8821
Fax : +603-8725 8828
Email : ngyf@lbalum.com.my

In the event of any inconsistencies between the English version and the Bahasa Malaysia version of this notice, the English version shall prevail.

PART 3.5 - NOTIS PERLINDUNGAN DATA PERIBADI UNTUK PENJAMIN PERIBADI

LB Aluminium Berhad (“**LB**”, “**kami**”) memproses data peribadi anda sebagai penjamin kemudahan bagi pihak ketiga yang anda telah berikan aku janji untuk menjamin yang diperolehi daripada:

- borang dan dokumen sokongan yang telah anda isi / serahkan, atau mungkin dikehendaki untuk isi / serahkan;
- daripada komunikasi anda dengan **LB** melalui pelbagai kaedah seperti e-mel, media sosial dan surat, panggilan telefon dan perbualan anda dengan kakitangan **LB** dan / atau ejen kami yang diberi kuasa; dan
- daripada domain awam dan pihak ketiga contohnya bekas majikan anda, penyedia sekuriti, ejen depositori dibenarkan, wakil undang-undang, pihak berkuasa, badan berkanun atau agensi kerajaan, biro kredit atau agensi yang menyediakan kredit atau maklumat lain,

yang termasuk tetapi tidak terhad kepada yang berikut:

- identiti dan latar belakang anda (termasuk nama, nombor kad pengenalan / nombor pasport, nombor surat beranak, butiran kelahiran, umur, jantina, bangsa, kewarganegaraan, status perkahwinan, maklumat fizikal, tandatangan, gambar);
- maklumat yang kami dapat gunakan untuk menghubungi anda (termasuk nombor telefon, emel, alamat surat menyurat dan nombor faks);
- butiran kewangan anda (termasuk penzahiran kebangkrutan).

TUJUAN PEMROSESAN

Kami memproses data peribadi anda untuk tujuan berikut:

- untuk menilai anda sebagai penjamin kemudahan yang kami berikan kepada pemohon / penerima kemudahan;
- jika berkenaan, untuk mengesahkan kedudukan kewangan semasa dan berterusan anda dengan melaksanakan rujukan kredit dan pemeriksaan kredit mengenai kredibiliti dan kelayakan anda;
- untuk penyediaan dan pelaksanaan dokumen dan / atau instrumen undang-undang;
- untuk tujuan pengesahan dan keselamatan;
- untuk memberi respon terhadap sebarang pertanyaan dan aduan;
- untuk semakan dalaman dan fungsi termasuk analisis statistik dan pemodelan, pelaporan, pematuhan, audit dan penilaian risiko, pengurusan dan pemantauan;
- untuk menghasilkan data, laporan dan statistik yang telah disiarkan atau diagregasi dengan cara yang tidak mengenal pasti anda sebagai individu;
- tujuan kewangan, termasuk perakaunan dan cukai;
- tujuan hubungan dan komunikasi;
- untuk pelaporan pengurusan dan mematuhi kehendak perundangan dan statutori;
- untuk penyiasatan aduan dan transaksi yang mencurigakan;
- untuk pencegahan dan pengesanan jenayah;
- untuk melindungi atau menguatkuasakan hak kami untuk mendapatkan kembali hutang kami;

- untuk pengesahan dan pemeriksaan rujukan oleh pihak ketiga;
- tujuan pentadbiran dan pengurusan am; dan
- untuk semua tujuan lain yang berkaitan atau bersampingan dengan perkara di atas.

Kami memerlukan maklumat anda. Sekiranya anda tidak menyediakan semua maklumat seperti yang diminta, kami tidak dapat menyimpan rekod yang lengkap mengenai anda, dan ini akan menjejaskan keupayaan kami untuk memproses data peribadi anda untuk tujuan-tujuan yang dinyatakan di atas.

PENZAHIRAN MAKLUMAT

LB mungkin menzahirkan data peribadi anda kepada pihak-pihak berikut (termasuk yang berada di dalam dan luar negara):

- ejen dan penyedia perkhidmatan yang menyediakan perkhidmatan yang berkaitan dengan tujuan data peribadi dikumpul, termasuk perkhidmatan pemrosesan data;
- ejen dan penasihat anda (termasuk tetapi tidak terhad kepada akauntan, auditor, peguam, penasihat kewangan atau penasihat profesional lain) dan mana-mana individu lain yang telah dimaklumkan dan diberi kuasa oleh anda;
- mana-mana individu di bawah kewajipan kerahsiaan yang telah mengaku janji untuk memastikan data tersebut dirahsiakan;
- syarikat induk, syarikat berkaitan, syarikat bersekutu dan sekutu **LB**;
- pembeli potensi atau pembeli yang sebenar, pengganti dalam hakmilik perniagaan atau saham (keseluruhan atau sebahagian daripada) **LB** (termasuk penasihat dan wakil mereka) akibat kemungkinan, cadangan atau jualan perniagaan sebenar, pelupusan, pemerolehan, penggabungan atau penyusunan semula; dan
- pihak-pihak lain yang telah anda berikan persetujuan di atas pendedahan data peribadi anda.

Kami tidak mendedahkan data peribadi anda kepada pihak ketiga yang tidak berkaitan tanpa kebenaran anda. Walau bagaimanapun, kami mungkin mendedahkan data peribadi anda dengan suci hati jika tindakan sedemikian diperlukan untuk mematuhi kehendak-kehendak kerajaan atau agensi penguatkuasaan undang-undang (termasuk yang berada di luar negara), perintah mahkamah atau proses undang-undang, atau jika dikehendaki oleh undang-undang.

AKSES, PEMBETULAN DAN ADUAN

Jika anda ingin membuat sebarang pertanyaan atau aduan atau permintaan untuk mengakses, membetulkan atau mengehadkan pemrosesan data peribadi anda, sila hubungi kami di:

Nama : Puan Ng Yoke Fei
Jawatan : Pengurus Sumber Manusia
Tel : +603-8725 8822/8821
Faks : +603-8725 8828
Emel : ngyf@lbalum.com.my

Sekiranya terdapat sebarang percanggahan antara versi Bahasa Inggeris dan versi Bahasa Malaysia notis ini, versi Bahasa Inggeris akan diguna pakai.

PART 3.6 - PERSONAL DATA PROTECTION NOTICE FOR VENDORS

LB Aluminium Berhad (“**LB**”, “**us**”, “**we**”, “**our**”) process your personal data provided by you and / or a service provider engaged by **LB** in relation to your prospective and / or current appointment, which is obtained from:

- the forms and supporting documents that you had filled / submitted, have to or may be required to fill / submit;
- from your communications with **LB** through various methods such as emails, social media and letters, telephone calls and conversations you have with **LB**'s personnel and / or our authorised agents; and
- from the public domain and third parties such as your employers, security providers, authorised depository agent, legal representatives, authorities, statutory bodies or government agencies, credit bureaus or agencies which provide credit or other information,

which includes is but not limited to the following:

- your identity and background (including your name, NRIC number / passport number, birth details, age, gender, race, nationality, signature, photograph);
- your contact information (including your telephone numbers, email and mailing addresses); and
- your financial details (including your bank account number and bankruptcy disclosures).

PURPOSE OF PROCESSING

We process your personal data for the following purposes:

- to evaluate your suitability to render the relevant products or services to **LB**, and to assess the products services provided to **LB**;
- for preparation and execution of legal documents;
- for security and access within **LB**;
- for financial purposes, including payment, accounting and tax;
- for contact and communications purposes;
- for management reporting and to comply with legislative and statutory requirements;
- for the investigation of complaints and suspected suspicious transactions;
- for prevention and detection of crime;
- to protect or enforce our rights to recover any debt owing to us;
- for verification and reference checks by third parties;
- for general administrative and management purposes; and
- for all other purposes in relation or incidental to the above.

Your information is necessary to us. If you do not provide all the information as requested, we will not be able to keep your complete information, thus affecting our ability to accomplish the above stated purposes.

DISCLOSURE OF YOUR INFORMATION

LB may disclose your personal data to the following parties (including those within and outside Malaysia):

- agents and service providers that provide services relating to the purposes for which the personal data is collected, including data processing services;
- your agents and advisors (including but not limited to accountants, auditors, lawyers, financial advisers or other professional advisers) and any other person notified by and authorised by you;
- any person, who is under a duty of confidentiality who has undertaken the responsibility to keep such data confidential;
- **LB**'s holding company, related company, associated companies and affiliates;
- potential or actual purchasers, successors-in-title of the business or shares (wholly or in part) of **LB** (including their advisers and representatives) as a result of a potential, proposed or actual sale of business, disposal, acquisition, merger or re-organisation; and
- other parties, in respect of whom you have consented to the disclosure of your personal data.

We do not disclose your personal data to unaffiliated third parties without your consent. However, we may disclose your personal data in good faith, if such action is necessary to comply with government or law enforcement agency (including those overseas) requirements, court orders or legal processes, or if required by law.

ACCESS, CORRECTIONS AND COMPLAINTS

If you would like to make any inquiries or complaints or requests to access, correct or limit our processing of your personal data, please contact us at:

Name : Ms. Ng Yoke Fei
Designation : Human Resources Manager
Tel : +603-8725 8822/8821
Fax : +603-8725 8828
Email : ngyf@lbalum.com.my

In the event of any inconsistencies between the English version and the Bahasa Malaysia version of this notice, the English version shall prevail.

PART 3.6 - NOTIS PERLINDUNGAN DATA PERIBADI UNTUK PENJUAL

LB Aluminium Berhad (“**LB**”, “**kami**”) memproses data peribadi yang diberikan oleh anda dan / atau penyedia perkhidmatan yang dilantik oleh **LB** berkaitan dengan pelantikan bakal dan / atau semasa, yang diperolehi daripada:

- borang dan dokumen sokongan yang telah anda isi / serahkan, atau mungkin dikehendaki untuk isi / serahkan;
- daripada komunikasi anda dengan **LB** melalui pelbagai kaedah seperti e-mel, media sosial dan surat, panggilan telefon dan perbualan anda dengan kakitangan **LB** dan / atau ejen kami yang diberi kuasa; dan
- daripada domain awam dan juga pihak ketiga contohnya bekas majikan anda, badan berkanun atau agensi kerajaan, biro kredit atau agensi yang menyediakan kredit atau maklumat lain,

termasuk tetapi tidak terhad kepada yang berikut:

- identiti dan latar belakang anda (termasuk nama, nombor kad pengenalan / nombor pasport, nombor surat beranak, butiran kelahiran, umur, jantina, bangsa, kewarganegaraan, status perkahwinan, maklumat fizikal, tandatangan, gambar);
- maklumat yang kami dapat gunakan untuk menghubungi anda (termasuk nombor telefon, e-mel, alamat surat menyurat dan nombor faks);
- butiran kewangan anda (termasuk penzahiran kebangkrapan);

TUJUAN PEMROSESAN

Kami memproses data peribadi anda untuk tujuan berikut:

- untuk menilai kesesuaian anda untuk menyediakan produk dan perkhidmatan yang relevan kepada **LB**, dan untuk menilai produk dan perkhidmatan yang disediakan untuk **LB**;
- untuk penyediaan dan pelaksanaan dokumen undang-undang;
- untuk keselamatan dan akses dalam **LB**;
- untuk tujuan kewangan, termasuk pembayaran, perakaunan dan cukai;
- untuk tujuan hubungan dan komunikasi;
- untuk laporan pengurusan dan mematuhi kehendak perundangan dan statutori;
- untuk penyiasatan aduan dan transaksi yang mencurigakan;
- untuk pencegahan dan pengesanan jenayah;
- untuk melindungi atau menguatkuasakan hak kami untuk mendapatkan kembali hutang kami;
- untuk pengesanan dan pemeriksaan rujukan oleh pihak ketiga;
- tujuan pentadbiran dan pengurusan am; dan
- untuk semua tujuan lain yang berkaitan atau bersampingan dengan perkara di atas.

Kami memerlukan maklumat anda. Sekiranya anda tidak memberi semua maklumat seperti yang diminta, kami tidak dapat menyimpan rekod yang lengkap mengenai anda, dan ini akan menjejaskan keupayaan kami untuk memproses data peribadi anda untuk tujuan-tujuan yang dinyatakan di atas.

PENZAHIRAN MAKLUMAT

LB mungkin menzahirkan data peribadi anda kepada pihak-pihak berikut (termasuk yang berada di dalam dan luar negara):

- ejen dan penyedia perkhidmatan yang menyediakan perkhidmatan yang berkaitan dengan tujuan data peribadi dikumpul, termasuk perkhidmatan pemprosesan data;
- ejen dan penasihat anda (termasuk tetapi tidak terhad kepada akauntan, peguam, penasihat kewangan atau penasihat profesional lain) dan mana-mana individu lain yang telah dimaklumkan dan diberi kuasa oleh anda;
- mana-mana individu di bawah kewajipan kerahsiaan yang telah mengaku janji untuk memastikan data tersebut dirahsiakan;
- syarikat induk, syarikat berkaitan, syarikat bersekutu dan sekutu **LB**;
- pembeli potensi atau pembeli yang sebenar, pengganti dalam hakmilik perniagaan atau saham (keseluruhan atau sebahagian daripada) **LB** (termasuk penasihat dan wakil mereka) akibat kemungkinan, cadangan atau jualan perniagaan sebenar, pelupusan, pemerolehan, penggabungan atau penyusunan semula; dan
- pihak-pihak lain yang telah anda berikan persetujuan di atas pendedahan data peribadi anda.

Kami tidak mendedahkan data peribadi anda kepada pihak ketiga yang tidak berkaitan tanpa kebenaran anda. Walau bagaimanapun, kami mungkin mendedahkan data peribadi anda dengan suci hati jika tindakan sedemikian diperlukan untuk mematuhi kehendak-kehendak kerajaan atau agensi penguatkuasaan undang-undang (termasuk yang berada di luar negara), perintah mahkamah atau proses undang-undang, atau jika dikehendaki oleh undang-undang.

AKSES, PEMBETULAN DAN ADUAN

Jika anda ingin membuat sebarang pertanyaan atau aduan atau permintaan untuk mengakses, membetulkan atau mengehadkan pemprosesan data peribadi anda, sila hubungi kami di:

Nama : Puan Ng Yoke Fei
Jawatan : Pengurus Sumber Manusia
Tel : +603-8725 8822/8821
Faks : +603-8725 8828
Emel : ngyf@lbalum.com.my

Sekiranya terdapat sebarang percanggahan antara versi Bahasa Inggeris dan versi Bahasa Malaysia notis ini, versi Bahasa Inggeris akan diguna pakai.

PART 4 – SAMPLE LETTER TO SHAREHOLDERS

Date:

ABC

Address 1

Address 2

Address 3

Dear Sir/Madam,

PERSONAL DATA NOTICE

In compliance with the Listing Requirements of Bursa Malaysia Securities Berhad (“Bursa”) and / or Companies Act 2016, we are required to submit your personal data as extracted from the Register of Directors and / or Register of Substantial Shareholder and / or Record of Depositors (whichever applicable). The personal data will be submitted to the relevant authorities for the purposes of preparing the following reports:

- **Semi Annual Return** - List of top thirty (30) shareholders made up to every 30 June and 31 December;
- Analysis of Shareholdings – List of top thirty (30) shareholders for each year of **Annual Report**; and
- List of twenty (20) Largest Shareholders for each year of **Annual Return**.

Pursuant to the Listing Requirements and in compliance with the requirements of the Personal Data Protection Act 2010, we are attaching a copy of:

- Bursa’s Personal Data Notice; and
- [*LB Aluminium Berhad’s personal data protection notice which is issued to the relevant shareholders*](collectively, “**Notices**”),

to inform you of the manner in which your personal data will be processed by Bursa and us. Note that Bursa’s Personal Data Notice can also to be viewed at Bursa’s website at www.bursamalaysia.com.

By providing your personal data to us, or any of our officers or agents you are deemed to have consented to our use of such personal data for the purposes set out in the Notices. Please note that your personal data may be disclosed to such regulatory authorities, government departments and agencies pursuant to the requirements of such laws as may be applicable for which we are under a legal obligation to provide.

Note also that it is obligatory for you to update us, of any change to your personal data for the purposes of legal or regulatory compliance. In the event you are no longer in the list of top twenty or thirty shareholder of our company, please disregard this notice.

Yours faithfully
LB ALUMINIUM BERHAD

Name of Director
Designation