

Appendix 1

Notice Pursuant To The Personal Data Protection Act 2010 (PDPA)

1. The Personal Data Protection Act 2010 (hereinafter referred to as the “**PDPA**”), which regulates the processing of personal data in commercial transactions, applies to Agensi Pekerjaan & Perundingcara Bright Prospect Sdn Bhd and its related companies (hereinafter referred to as “Bright Prospect”). For the purpose of this written notice, the terms “personal data” and “processing” shall have the meaning prescribed in the PDPA.
2. Personal Data include but not limited to applicant’s name, national identity card number, passport number, contact number, residential address (es), photograph, medical report, mental health, personal email address, mobile number(s), next of kin, employers, bankers and other personal and sensitive information.
3. In view of the PDPA, Bright Prospect as a data user wish to assure you that we respect your privacy and are committed to observing and safeguarding the confidentiality of your personal data.
4. Bright Prospect will collect, retain and/or use your personal data in accordance with our Privacy Policy. You hereby expressly consent to our processing of your personal data for the Purposes of assessing your suitability of employment with our Client.
5. The personal data processed by us include all information contained in our application forms together with other information we may obtain about you, including but not limited to from your referees, from oral or written communications, and all other employment forms.
6. In addition, you hereby expressly consent to our processing of your sensitive personal data such as information about your physical or mental health or condition, religious beliefs and criminal records for the Purposes.
7. You are responsible for ensuring that the personal data you provide us is accurate, complete and not misleading and that such personal data is kept up to date.
8. Bright Prospect processes your personal data as necessary:
 - a) To establish and maintain staffing/placement relationship with you;
 - b) To assess your suitability for a position or task, to notify you of relevant opportunities, and arrange employment or assignments for you;
 - c) For the performance of our master vendor relationships, on-site management services and outsourcing arrangements;
 - d) To tell you about other services that we provide; and
 - e) For resolution and defence of legal claims and actions, compliance with court orders and other legal obligations and regulatory requirements.
9. You may access and request for correction of your personal data and to contact us with any enquiries or complaints in respect of your personal data.
10. We may disclose your personal information to our clients, system support vendor, master vendors, medical panel, insurance company, banking institution, statutory bodies (EPF, Socso, IRD etc.) who perform services on our behalf, and where we are otherwise required to do so, such as by court order. Personal information pertaining to you may be transferred outside of Malaysia for over sea placement. In each case, Bright Prospect has taken steps to ensure that all information transferred receives an adequate level of data protection.
11. Again we would like to assure you that your personal data is kept confidential and we do not sell or rent them to any third parties
12. If your application is unsuccessful, we will keep your information for a reasonable period in accordance with legal requirements and for administration purposes. We, our associated companies or our business partners may also contact you if other job opportunities arise in the future.
13. If you do not wish for us to retain your personal data, please send your request in writing or by email to the following address. However, by not having your personal data, it will prevent us from acting on your best interest when it comes to sharing of potential job opportunities with you.

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