

# Corporate Privacy Notice

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# Leader Energy Holding Berhad

## LEADER ENERGY PRIVACY NOTICE

In compliance with the Personal Data Protection Act 2010 (“PDPA”), **Leader Energy Holding Berhad** (referred hereinafter to as “Leader Energy”, “our”, “us” or “we”) wishes to inform you that we collect, process and disclose certain personal data in our various business processes. Failure to supply us with the required personal data may result in our inability to undertake our various business processes.

This Privacy Notice describes the type of information we may collect about you and how we collect and process your personal data. There may be other privacy notices which may apply to personal data that is collected by us through any other means.

If you are under 18, please do not use or provide any information to us. We do not knowingly collect personal data from children under 18. If you believe we might have any information from or about a child under 18, please contact us at the information provided below.

### 1. Personal Data

#### 1.1 What type of Personal Data Do We Collect?

- personal information to establish your identity and background such as your full name, passport or identity card number and nationality;
- contact information such as address, email address, phone number and fax number;
- demographic information such as age, gender, income, education, occupation, race, ethnicity, trade union membership and other demographic information;
- sensitive information such as your religions or other beliefs, health or criminal background. We do not generally collect sensitive information unless it is necessary due to exceptional circumstances;
- information regarding your family, relatives or other third parties that you provide to us such as their name, age, date of birth, contact information and relationship with you;
- recording of your photograph during any of our corporate events or third parties events;
- recording of calls placed by you to our customer service;
- function or post when you commence a business relationship with us;
- resume or CVs when you apply for a job with us;
- any personally identifiable information which you or your legal representatives provide to us through various channels.



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If you provide us with any personal data relating to a third party (e.g. information of your spouse, children, parents and/or employees), you represent to us that you have obtained the consent of the third party to provide us with their personal data.

## 1.2 What is the source of the personal data we collect?

- information that you or your legal representatives provide to us through various channels;
- information that you provide to us when you commence a business relationship with us, visit any of our premises or attend any of our corporate events or third party events;
- information collected through other sources where you have given your consent for the disclosure of personal data relating to you, and/or where otherwise lawfully permitted.

## 2. Collection and Processing of Your Personal Data

- to verify your identity;
- to communicate important information and updates to you;
- to send you marketing and/ or commercial materials which we may feel interest you;
- to allow third parties to contact you for advertising, promotional or marketing campaigns conducted by any third-party entities;
- to administer and communicate with you in relation to our services and/ or events;
- to respond to your queries, complaints, comments or feedback that you have submitted to us;
- to comply with applicable laws and regulations, codes of practice, guidelines, policies, procedures, regulatory requirements and directions issued by the relevant authorities;
- to send you season greetings, special occasion messages or other similar communications;
- to store and carry out data analytics processes;
- to engage in business transactions in respect of services to be offered and provided to you;
- to process and assess applications for employment which include performing background checks, verifying your credentials and qualifications as well as obtaining employment references;
- to conduct research, surveys and trend analysis on subjects, such as product development, statistical, security and testing purposes;
- for internal investigations, auditing and risk management or security purposes;
- for Leader Energy's internal records management;
- for all other purposes incidental and associated with any of the above.



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### 3. Disclosing Your Personal Data and International Transfers

Your personal data will be kept confidential and only selected personal data may be disclosed to the following parties for the purposes as listed in paragraph 2 above:

- within Leader Energy's organization only by those persons requiring access;
- related entities or subsidiaries of Leader Energy, including future entities under Leader Energy;
- persons requesting for such information under any law;
- persons to whom we are compelled or required to do so under law or in response to a competent or government agency;
- government bodies, statutory authorities, industry regulators, enforcement agencies authorised by law including but not limited to Bursa Malaysia, Securities Commission, Energy Commission, Malaysian Anti-Corruption Commission, Sustainable Energy Development Authority Malaysia (SEDA Malaysia) and Ministry of Energy and Natural Resources;
- third party service providers, professionals or consultants of Leader Energy, where we deem it necessary or appropriate for disclosure for purposes stated in paragraph 2 above;
- contractors, sub-contractors of Leader Energy;
- third parties involved in any corporate exercise or transactions relating to Leader Energy e.g. sale and purchase of assets, reorganisation or amalgamation or collaboration;
- persons under a duty of confidentiality to Leader Energy;
- persons of whom you have given your express or implied consent.

**International Transfers.** It may be necessary for us to transfer your personal data outside Malaysia if any of the third parties mentioned above including our service providers or business partners who are involved in providing any services to Leader Energy are located in countries outside Malaysia. You consent to us transferring your personal data outside Malaysia to such third parties and for the purposes set out in paragraph 2.

We shall take necessary steps to ensure that any such third parties are contractually bound not to use your personal data for any reason other than to provide the products and/or services they are contracted by us, and to safeguard your personal data.

### 4. Data Security

We have implemented reasonable physical, technical and procedural measures to secure your personal data from accidental loss and from unauthorized or accidental access, use, alteration, and disclosure. These measures are regularly reviewed to ensure that they are



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effective and adequate. All our employees and authorized third parties will be required to comply with these measures and practices.

We also ensure that any third party service providers storing or processing your data implements similar acceptable standards of security.

Unfortunately, the transmission of information via the internet is not completely secure. Although we do our best to protect your personal data, we cannot guarantee the security of your personal data transmitted on our website.

## **5. Storage and Retention of Personal Data**

We will process your personal data for as long as we have a legal basis to do so. Your personal data will be stored for only the period as necessary to fulfill the purposes stated above or is required to satisfy any legal or accounting requirements, after which we will ensure that your personal data is deleted.

## **6. Your Rights**

You have the right to request access to your personal data. You may also at any time request rectification of the information, to withdraw your consent or limit our processing of the personal data we collect about you.

To the extent provided under applicable law, we may:

- (a) impose an administration fee for processing your request for access or correction to your personal data;
- (b) refuse your request to access and/or correction to you personal data and provide you with written reasons for such an action.

## **7. Contact Information**

Should you have any queries about this Privacy Notice, please do not hesitate to contact our Customer Service Representative at [inquiries@leaderenergy.com](mailto:inquiries@leaderenergy.com) or call us at +603 7610 0800.

## **8. Acknowledgement and consent of this Privacy Notice**

By virtue of your disclosure, you acknowledge that you have read this Privacy Notice and that you agree and give consent to us to process your personal data in accordance with the terms of this Privacy Notice. If you do not consent to our processing of your personal data, please notify us immediately by using the contact details provided in paragraph 7 above, failing which we shall assume that you have no objections to the same.



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Leader Energy reserves the right to amend this Privacy Notice at any time. The updated Privacy Notice will be published in our local intranet. Your continued disclosure signifies your consent to the revised terms of our Privacy Notice.

This Privacy Notice was last updated on [25 August 2023].