



## **Personal Data Protection Notice**

### **Agensi Pekerjaan HR'S Mgmt Sdn Bhd**

(Effective date: 15<sup>th</sup> April 2025) Ref. PDPNV1-2ext(E)

(Last reviewed: 15th April 2025)

### **INTRODUCTION**

Agensi Pekerjaan HR'S Mgmt Sdn Bhd cares about your Personal Data Protection. This notice clarifies how Agensi Pekerjaan HR'S Mgmt Sdn Bhd processes your data from the point we collect, use, share, dispose of, and the security measures that we established to ensure your Personal Data is well protected.

This notice outlines what kind of personal data we collect from you, why we collect it, and to whom disclosure is made. This notice also contains information on how you could access your Personal Data.

This notice is issued in compliance with section 7 of the Personal Data Protection Act 2010 (the "Act").

For the purpose of this notice, the following words shall have the following meanings:

"Personal Data" means any information or data or a combination of information or data that can be used to uniquely identify or contact an individual.

"Sensitive Personal Data" shall include an individual's mental or physical health or condition, political opinions of an individual, religious beliefs or other beliefs of similar nature, the commission or alleged commission of any offense, or any other information to be gazetted under the Act.

### **WHAT DO WE COLLECT FROM YOU?**

Your Personal Data is collected from a proposal form, an application form and any other relevant forms, whether captured in physical forms, online forms, job postings, various events, promotions, article publishing, contests or via marketing or telemarketing exercises, etc.

Personal Data that we collect from you is necessary and obligated, without which it may not be possible for HR'S to provide you with placement services and / or relevant services and these include, but are not limited to:



### Non-sensitive Personal Data

- your name and age
- home/mailling address
- NRIC No/passport number
- contact information such telephone number/email address
- photograph or video image of an individual
- updated CV
- employment information
- education information
- application video
- application reviews
- application surveys
- application for both local and overseas relevant incentives, Erasmus traineeship / scholarship, training incentive, grant and any other oppotunities that could benefit the applicant in their professional and academic growth.
- contest participation

### Sensitive Personal Data

- thumbprint or DNA profile
- medical report / health condition
- religious belief
- expression of opinion
- documents / letters from the local and overseas authorities

## **REASON FOR PERSONAL DATA COLLECTION**

We collect your Personal Data to:

1. Process your request and conduct relevant eligibility assessments for our placement services in locally and / or overseas.
2. Deliver our placement services to your desired email and / or contact number and / or address and / or location.
3. Send new updates about your application on a timely basis through email and / or contact number and / or an automated system.
4. Send new job alerts, promotions and marketing activities to you through email and / or contact number and / or an automated system (only with your consent).

## **PROCESSING OF PERSONAL DATA**

We only process your Personal Data within Malaysia and / or overseas. Your Personal Data will be transferred to any place within Malaysia or outside Malaysia following the destination of your application overseas, except the countries that are restricted for anyone to travel by any of the embassies.



## **DISCLOSURE OF PERSONAL DATA**

We may disclose your Personal Data both locally and / or internationally, along with the purposes for which it is shared.

1. The appointed courier to deliver documents relevant to your placement services.
2. The panel hospital and / or clinic for medical check up
3. The company and / or employer that is offering the job, apprenticeship, internship, training and any relevant opportunity.
4. The institution that is offering the programs, training, internships, excursion activities and any relevant services.
5. The lawyer for attestation of documents.
6. The authorities and / or department for translation of the documents
7. The authority for regulatory purpose such as :-
  - a) The Ministry of Home Affair for Certified True Copy of the documents
  - b) The ministry of Higher Education and /or Education
  - c) The Embassy and / or immigration department for visa application of all countries except the countries that are restricted for anyone to travel by any of the embassies.
  - d) The enforcement department/s of Malaysia and other countries except the countries that are restricted for anyone to travel by any of the embassies.

## **SECURITY AND RETENTION OF YOUR PERSONAL DATA**

We ensure that all Personal Data collected shall be stored and/or filed in such manner so as to ensure that the Personal Data maintains its accuracy and integrity, remains confidential and is protected against loss, misuse, modification, unauthorized access, disclosure, alteration, destruction or manipulation.

## **PERSONAL DATA RETENTION PERIOD**

All Personal Data is stored or retained only for as long as required for the fulfillment of the purposes. We will retain your personal data after the registration for seven (7) years / as long as you become our customers. You can delete your non-registered Personal Data at any time, as customers have full access to the system and control over how long they wish to retain their data in the system.

## **YOUR RIGHTS**

Under the Act, you have the right to request access to and request correction of your Personal Data. You may do so by completing an online access and/or correction form at [www.hrsmgmtsb.com](http://www.hrsmgmtsb.com) or by writing to [support@hrsmgmtsb.com](mailto:support@hrsmgmtsb.com) at the address stated below.



Ref. PDPNV1-2ext(E)

You have the rights to:

1. Correct / update your Personal Data
2. Access your personal data which we process and keep with us
3. Stop any of our new updates / promotional services sent to you
4. Withdrawing your consent for us to process your Personal Data may require you to re-register, resubmit documents, and undergo reassessment of your eligibility for the application and/or visa. This could result in additional fees for different services should you need our services in the future.

If disputes arise, the English version is used for the preview. This notice shall be interpreted using the English version.

### **CONTACT US**

You can contact us or submit your inquiry in regards to the processing of your Personal Data at:

Administrative on duty  
Administration / Support Department

D-G-23/IL, Medalla Oasis Corporate Park, Jalan PJU 1A/2, Ara Damansara, 47301 Petaling Jaya, Selangor, Malaysia

Tel No. : +603 7650 6001 / 6002  
Email : support@hrsmgmtsb.com