

DATA PRIVACY STATEMENT

Graduate Employability Enhancement Scheme (GEES) Program

Petroliam Nasional Berhad ("PETRONAS" or "We") are committed to protecting and respecting your privacy.

PETRONAS is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to everyone participating in the PETRONAS Graduate Employability Enhancement Scheme (GEES) Program. We may update this notice at any time but if we do so, we will notify you as soon as reasonably practical.

PETRONAS shall process your personal information in accordance with the requirements of the Personal Data Protection Act 2010 ("PDPA") or, to the extent applicable and necessary, such other applicable data protection legislation.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the data protection legislation.

1. The kind of information we hold about you

We will collect, store, and use the following categories of personal information about you:

At point of application	Personal Information: Full name, IC number, Age, Email Address, HP/Mobile Number, Current Residential Address, Gender, Race, Marital Status, Birth State
	Academic Information: Degree/Course Discipline and Sub-Discipline, Final CGPA or equivalent final academic results, Education Level, Name and Location of University/Tertiary Education Institution,
	Other Information: Preferred on-job-training (OJT) location, Willingness to relocate for the program, employment status, Computer and Internet equipment availability.
During Program Period	On-job-training (OJT) Information: PETRONAS Email Address, OJT placement details (Department, Division, Operating Units, Business Unit), OJT Supervisor Name and Email Address, HR Focal Name and Email Address
	Next-of-kin (NOK)/Emergency Contact Information:

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	Name of Emergency Contact, Relationship with Emergency Contact,
	Resignation/ Withdrawal Information: Date of Resignation/Withdrawal, Reason for Resignation/Withdrawal
	Participation Details in Associated Training/Programs: Participation details, information about usage of PETRONAS' information and communication systems, photographs taken during program participation, details on assessments/feedback
	Medical Condition Information: Health and sickness records, details of any absences (other than holidays) from the program including time on sick leave, genetic information and biometric data, medical prescriptions.
	Information about misconduct, disciplinary actions and grievances
	Information about criminal convictions and offences
At the end of Sponsorship Period	Assessment and Employment Information: Details on assessments/feedback, details on subsequent employment after program.

2. How is your personal information collected?

We collect personal information about participants through the application process, periodically throughout the period of the program and after a specified period upon completion of the program.

3. How we will use information about you

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- Making a decision about your application.
- Making arrangement for on-job-training placement, where applicable.
- Administering the program we have entered into with you.
- Managing performance, determining performance requirements and conducting performance reviews.
- Training and development requirements, where applicable.
- Making decisions about your continued participation in the program.
- Ascertaining your fitness to continue with the program.
- Where we need to comply with a legal obligation.
- Where it is necessary for legitimate interests pursued by us.
- Where we need to protect your interests.

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- Dealing with legal disputes involving you.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

4. If you fail to provide personal information

If you fail to provide certain information when requested, we may not be able to proceed with your application to the program.

5. Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

6. How we use particularly sensitive personal information

In general, we will not process particularly sensitive personal information about you unless it is necessary for performing or exercising obligations or rights in connection with the program. The situations in which we will process your particularly sensitive personal information are listed below.

- We will use information about your physical or mental health, or disability status, to assess your fitness to continue with the program, to provide appropriate program adjustments, to monitor and manage sickness absence.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, to ensure meaningful equal opportunity monitoring and reporting.
- We will use information about any criminal convictions and offences in our compliance with the applicable anti-bribery and corruption laws, particularly on risk assessment.

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7. Data sharing

We will share your personal information with third parties, including third party service providers such as contractors, vendors, and other entities within the PETRONAS group, where required by law, where it is necessary to administer the program or where we have another legitimate interest in doing so.

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal information for their own purposes. We only permit them to process your personal information for specified purposes and in accordance with our instructions.

PETRONAS may also disclose personal information to governmental agencies and regulators (e.g., LAKSANA, MOF, tax authorities), courts and other tribunals and government authorities, or to the extent required by applicable legal obligations.

8. Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

9. Data retention

We will only retain your personal information for a maximum duration of 10 years after completion of program to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal information, we consider the amount, nature, and sensitivity of the personal information, the potential risk of harm from unauthorised use or disclosure of your personal information, the purposes for which we process your personal information and whether we can

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achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

10. Your duty to inform us of changes

The accuracy of personal information depends to a large extent on the information you provide. Therefore, kindly inform PETRONAS as and when your personal information as provided earlier becomes incorrect or out-of-date by contacting edu_sponsorship@petronas.com.my.

For further information on PETRONAS' personal data protection and privacy practices, please refer to www.petronas.com.

By submitting this application,

- I acknowledged that I have read and understood PETRONAS Privacy Notice and I expressly agree to PETRONAS processing my personal information for the purposes and in the manner as set out above.
- I also agree to receive marketing, advertising and promotional information, materials and/or documents about PETRONAS' products and/or services and any related promotions, programmes, events, or contests organized by PETRONAS.