



DATA PRIVACY POLICY

K.J. Precision Industries Sdn. Bhd. (KJPI) is committed to protecting the privacy and security of personal information collected, used, and stored in the course of our manufacturing operations. This Data Privacy Policy outlines our practices and procedures for ensuring the confidentiality, integrity, and availability of personal information.

1. Scope

- This policy applies to all employees, contractors, and third parties who have access to personal information during manufacturing activities.
- It covers all personal information collected, processed, or stored by KJPI while manufacturing operations.

2. Definitions

- **Personal Information:** Any information that relates to an identified or identifiable individual, including but not limited to, names, contact details, identification numbers, employment information, or any other information protected under applicable privacy laws.
- **Sensitive Personal Information:** Personal information that requires a higher level of protection due to its nature, such as financial information, health information, biometric data, or government-issued identifiers.

3. Collection and Use of Personal Information

- We will collect and use personal information solely for legitimate business purposes related to our manufacturing operations.
- Personal information will be collected lawfully and with the knowledge and consent of the individuals involved, unless otherwise permitted by applicable laws.
- We will only retain personal information for as long as necessary to fulfill the purposes for which it was collected, or as required by applicable laws.

4. Security Measures

- We will implement appropriate technical and organizational measures to protect personal information against unauthorized access, alteration, disclosure, or destruction.
- Access to personal information will be restricted to authorized individuals who require it for their job responsibilities.
- We will regularly assess and update our security measures to address emerging threats and ensure ongoing protection of personal information.

5. Sharing of Personal Information

- Personal information will only be shared with third parties if it is necessary to fulfill our manufacturing obligations or as required by applicable laws and regulations.
- We will enter into appropriate agreements or contracts with third parties to ensure they handle personal information in a manner consistent with this policy and applicable privacy laws.

6. Employee Training and Awareness

- We will provide training and awareness programs to employees and contractors to ensure their understanding of this policy and their responsibilities for protecting personal information.
- Employees and contractors will be required to adhere to this policy and any related procedures or guidelines.

7. Compliance with Applicable Laws and Regulations

- We will comply with all applicable data protection laws and regulations in the jurisdictions where we operate.
- We will monitor changes to privacy laws and regulations and update our practices as necessary to ensure ongoing compliance.

8. Data Subject Rights

- We respect individuals' rights regarding their personal information and will provide mechanisms for individuals to exercise their rights as required by applicable laws.
- Requests to access, rectify, delete, or restrict personal information should be directed to our designated privacy contact.

9. Data Breach Notification

- In the event of a data breach involving personal information, we will promptly investigate and take appropriate action.

- We will notify affected individuals and regulatory authorities as required by applicable laws and regulations.

10. Policy Review and Updates

- This Data Privacy Policy will be reviewed periodically to ensure its ongoing relevance and effectiveness.
- Updates or amendments to this policy will be communicated to employees, contractors, and relevant stakeholders.

By implementing this Data Privacy Policy, we aim to uphold the highest standards of data privacy and protection throughout our manufacturing operations.



ER CHIN KOK
MANAGING DIRECTOR
12/6/2023