

MPO JOB APPLICANT'S PRIVACY NOTICE

Updated: 01 November 2025

Malaysian Philharmonic Orchestra (“MPO” or “We”) are committed to protecting and respecting your privacy.

This Job Applicant’s Privacy Notice (“Privacy Notice”) explains what personal data (as defined below) we collect about our job applicants, when and why we collect it, how we use it, the conditions under which we may disclose it to others, and how we keep it secure. Please read this Privacy Notice carefully, together with any privacy notice (if any) that is provided on specific occasion when we are collecting or processing personal information about you, to understand our views and practices regarding your personal data and how we will treat it.

1. Collection of Personal Data

MPO may collect, store, use, disclose and otherwise process certain individually identifiable data about you as a job applicant (“**Personal Data**”) to the extent permitted by applicable law as set out in Schedule 1.

MPO may collect Personal Data from you through MPO Career portal (e.g. MPO website) or any other relevant platforms (for example, LinkedIn), together with any information contained within any document you upload and provide to us, to support your application, as well as a number of sources, including public records, former employers, your referees (as provided to us), recruitment agencies, educational institutions, external consultants, and such other permissible or authorized sources.

Where applicable for the purpose of your application for employment, we may also require you to provide Personal Data relating to your referees, spouse(s), family members or other dependents, and where necessary for our own internal reference and records, with your consent, information relating to your previous salary or pay (including the relevant documentation or records). To the extent that you have provided (or will provide) Personal Data about your referees, spouse(s), family members or other dependents, it is your responsibility to inform such individuals about the processing of their Personal Data by MPO for the purposes and in the manner described in this Privacy Notice. You must also inform them about their rights of access, rectification and deletion in accordance with applicable law and must obtain their consent, where necessary, to the processing and transfer of their Personal Data as set out herein, and where you have provided (or will provide) Personal Data about your previous salary or pay or any relevant confidential information, it is your responsibility to obtain your previous employer’s consent, where necessary, to the disclosure of the salary or pay or confidential information as set out herein.

MPO will not collect, use or process any Personal Data that is prohibited by applicable law. The type of Personal Data actually collected by MPO may vary from jurisdiction to jurisdiction, and in some jurisdictions MPO might not collect all of the categories of Personal Data listed above.

Moreover, in addition to the Personal Data listed above, MPO in accordance with applicable law and MPO’ policies, may also collect limited sensitive Personal Data that includes but not limited to: (i) physical and/or medical health information including vaccination status (for pre-employment

physical examination approval, and health and safety risk assessment); (ii) racial or ethnic origin (as legally required by third party payroll providers); (iii) information in relation to criminal convictions (processed as part of the application process); (iv) information about religious beliefs; and (v) information about political opinions (“Sensitive Personal Data”).

Unless otherwise expressly stated, Personal Data would for purposes of this Privacy Notice include reference to Sensitive Personal Data.

2. Purposes of Processing of Personal Data

MPO collects, stores, use, disclose and otherwise processes Personal Data for including but not limited to the following purposes:

- (a) Recruitment and engagement including assessing your suitability for the role in the organisation, job application evaluation, conducting background screening and interview coordination;
- (b) Health, safety and emergency preparedness, including pre-employment medical screening;
- (c) Internal and external reporting, to fulfil our reporting obligations to management as well as to statutory and regulatory bodies;
- (d) Records management, including maintaining and managing internal records to ensure accurate and organized documentation for administrative, legal, and operational purposes;
- (e) Legal proceedings, including preparing for and conducting legal proceedings and other similar activities, complying with court orders, and addressing any legal claims or disputes;
- (f) Regulatory and contractual compliance, including facilitating our compliance with laws, customs and regulations which may be applicable to us, complying with law enforcement or government authority requests as well as facilitating the performance of our contractual obligations;
- (g) verification purposes and security screening or background monitoring (where permitted by and in accordance with local legislation);
- (h) Identification and authentication to allow for entry into MPO premises;
- (i) Identification and authentication for meetings, discussions or interviews participation;
- (j) Facilitating communication with you;
- (k) Emergency contact purposes;
- (l) Operating and managing our business operations;
- (m) for direct marketing purposes, but only where you have given us your express consent to do so by means of a specific opt-in to direct marketing.

MPO may use your Personal Data for direct marketing purposes, but only where you have given us your express consent to do so by means of a specific opt-in to direct marketing.

There may be instances where we process your Personal Data for our legitimate interests or on the basis of other lawful grounds (i.e. because we need to process your Personal Data to assess your application or to provide you with the information and/or services you have requested), without having obtained your consent. This applies where our processing activities are governed by the applicable laws of certain jurisdictions in which we operate that do not require consent to have been obtained where there are other lawful grounds to process the relevant Personal Data.

Our legitimate interests may include:

- (a) internal administrative purposes,
- (b) monitoring for safety, health, or management purposes,
- (c) IT and network security, and
- (d) monitoring MPO' compliance with legal and regulatory requirements and internal policies.

We do not seek your consent in such cases largely so that we provide you with services in an efficient way (or where in some cases it might not be possible for us to seek your consent because we must process Personal Data, for example, for the detection of fraud or where required by enforcement or regulatory authorities). Before processing your Personal Data, we will consider your rights and will only commence such processing where we do not think your rights will be infringed.

MPO will only process Sensitive Personal Data where:

- (a) explicit consent to the processing of your Sensitive Personal Data for specific purposes is given; or
- (b) such processing is legally required by, or necessary for MPO or for you to exercise rights under employment and under other applicable law.

When necessary, we may use artificial intelligence (AI) and machine learning (ML) to support human decision-making. AI/ML will not be used to make decisions that produce significant legal effects on applicants.

3. Disclosure of Personal Data

MPO may transfer your Personal Data to third parties in connection with MPO' s operation of its business including, where necessary, to Petroliam Nasional Berhad and its subsidiaries and controlled companies which includes companies in which Petroliam Nasional Berhad (PETRONAS) has direct or indirect shareholding, joint venture companies in which PETRONAS is a non-controlling co-venturer and associated companies (as and where applicable) and/or its appointed service providers, where necessary, for any of the purposes stated under paragraph 2 above.

MPO may also disclose Personal Data to external advisors (e.g., lawyers, accountants and auditors), governmental agencies and regulators (e.g., tax authorities), social organizations (e.g., the social security administration), human resources benefits providers, Appointed Medical Examiner [AME] for health screening, legal/regulatory bodies (e.g. SOCSO, KWSP), courts, tribunals and government authorities, and authorized third parties, service providers and/or subcontractors engaged to perform recruitment services on PETRONAS' behalf or to the extent required by applicable legal obligations or to comply with law enforcement or government authority requests.

In addition, we may disclose your data in de-identified form to third parties, where it is not possible to identify you personally.

MPO will:

- (a) require via appropriate documents that such third parties maintain adequate security measures to safeguard Personal Data, and process Personal Data only for the specific purpose as provided for under paragraph 2 above;
- (b) exercise appropriate due diligence in the selection of such third parties, external advisors and/or service providers.

4. Security Measures

We are committed to ensuring the security of your Personal Data. We have reasonable security measures in place to help protect against the loss, misuse and alteration of the information under our control. While we cannot guarantee that loss, misuse, or alteration of data will not occur, we ensure that our systems adhere to market security standards so as to help safeguard against such occurrences. You should also be aware, however, that no method of transmission over the internet or method of electronic storage is completely secure. While security cannot be guaranteed, we strive to protect the security of your Personal Data and will review and enhance our information security measures as and when necessary.

Nevertheless, you are to ensure the security of your password and not to disclose the same to another party to prevent any data breach.

5. Cross-Border Transfers of Personal Data

MPO may from time to time transfer Personal Data to any third parties in connection with MPO's operation of its business for the purposes as described at paragraph 2 above, whether within or outside the jurisdiction where MPO is located.

(a) Transfers out of Malaysia

MPO may from time to time transfer Personal Data outside of Malaysia to third parties in connection with MPO's operation of its business, including, where necessary, PetroliaM Nasional Berhad (PETRONAS) and entities within the PETRONAS group where such transfer is required for operational, administrative, governance or other business purposes, as well as MPO's appointed service providers, business partners, or other parties, for any of the purposes stated under paragraph 2 above and in accordance with applicable laws.

Where we transfer your Personal Data outside of Malaysia, we will take steps to ensure that the Personal Data is transferred to a country that has substantially similar laws to the Malaysia Personal Data Protection Act 2010 ("PDPA"), or to a country that has an adequate level of protection equivalent to that provided by the PDPA.

Where such transfers occur, MPO shall ensure that the recipient of the Personal Data provides a comparable level of protection to that provided by MPO in respect of the Personal Data that we collect, process, store and disclose.

(b) Transfers out of the EEA and Other Countries

Any transfer of Personal Data of an employee of a MPO entity within the European Economic Area ("EEA") to a country outside of the EEA, that has not been recognised by the European Union ("EU") Commission as providing an adequate level of data protection within the meaning of the General Data Protection Regulation ("GDPR") will be made subject to "appropriate safeguards" being in place to ensure the protection of your Personal Data.

Appropriate safeguards include:

- i. legal agreements between public authorities or bodies;
- ii. binding corporate rules;
- iii. a code of conduct approved by a supervisory authority;
- iv. a certification mechanism approved by a supervisory authority; or
- v. data transfer agreements based on the EU Commission standard contractual clauses for the transfer of data to third countries.

In the absence of an adequacy decision and where appropriate safeguards are unavailable, transfers may take place on the basis of your consent. In such a situation, we will inform you of the possible risks associated with such a transfer.

Alternatively, we may transfer your personal data where necessary:

- i. in connection with the performance of your employment contract;
- ii. for reasons of public interest, or
- iii. in connection with a legal claim.

For the avoidance of doubt, the foregoing provisions shall also apply where we carry out onward transfers of Personal Data to third parties in connection with MPO's operation of its business outside of the EEA, including, where necessary, Petroliaam Nasional Berhad (PETRONAS) and entities within the PETRONAS group where such transfer is required for operational, administrative, governance or other business purposes, as well as MPO's appointed service providers, business partners or other parties (including those established in countries that have not been recognised by the EU Commission as providing an adequate level of data protection within the meaning of the GDPR).

6. Unsuccessful Application

If your application is unsuccessful, we will retain your Personal Data for one (1) years from the date your application or resume is received. Following which, we will cease to retain your Personal Data or remove the means by which the Personal Data can be associated with you unless required under law.

7. Successful Application

If your application is successful, we will process your personal data for purposes regarding employment with us, in accordance with our Employee Privacy Notice.

Should there be a new purpose for the collection of your Personal Data, we shall inform you accordingly and obtain your consent to the same, where necessary.

If you choose not to provide us with your Personal Data or if you provide insufficient, invalid, incorrect or inaccurate Personal Data to us or decline to provide the Personal Data we require, we may not be able to process your application, and it may impact your ability to be employed.

MPO will not disclose information provided by you to third parties without your consent other than as described in this Notice or in our full Privacy Statement on MPO' website.

For further information regarding the storage and transfer of your personal data, your rights in relation to your personal data, and the contact details of our privacy officer, please read our full Privacy Statement on MPO' website.

8. Changes to this Privacy Notice

We reserve the right to update and amend this Privacy Notice from time to time. While we will notify you of any substantial or impactful amendments to this Privacy Notice, we encourage you to check the MPO Website for the latest version of this Privacy Notice. You may determine if any such revision has taken place by referring to the date on which this Privacy Notice was last updated.

9. Language

In accordance with the requirement of local data protection and privacy law, this Privacy Notice is issued in both English and Bahasa Malaysia. In the event of any inconsistencies or discrepancies between the English version and the Bahasa Malaysia version, the English version shall prevail.

10. How You Can Contact Us

If you have any questions, comments or requests regarding this Privacy Notice or the processing of your Personal Data, please contact the MPO representative or department managing your engagement using the contact details provided to you.

Alternatively, you may contact us at:

Malaysian Philharmonic Orchestra
Level Two, Tower Two,
PETRONAS Twin Towers, Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia

Attention: Relevant Department / Person in Charge
Email: [Relevant Department / Person in Charge's email]

Copied to:
Data Protection Officer
Email: dataprivacympo@mpo.com.

Schedule 1: Categories of Personal Data

Depending on the nature of your interaction with PETRONAS, the Personal Data which we may collect from you are as set out below. In certain circumstances and, where permitted, under the relevant local laws, we may also collect relevant supporting documents to validate the information collected.

Contact details

- (a) Full name
- (b) Salutation and/or title
- (c) Telephone number
- (d) Residential address
- (e) Email address

Personal information

- (a) Gender
- (b) Nationality and citizenship
- (c) Date of birth
- (d) Copies and/or numbers of identity card and/or passport
- (e) Marital status
- (f) Emergency/alternate contact information
- (g) Photographs and other audiovisual materials, including images/footage captured/recorded on CCTV or other audio, video and related security/monitoring systems or captured during interview, assessments, marketing/public filming events/sessions (including recording of virtual or live events/sessions), and/or audio video recording and transcription during meetings.

Academic and professional background, experience and qualifications

- (a) Curriculum vitae
- (b) Educational qualifications and history and other formal training and certifications
- (c) Training history
- (d) Skills, experience and certifications, including language skills and other characteristics

Recruitment and engagement related information

- (a) Employment history
- (b) Date of commencement of employment
- (c) Date of termination of employment and reason
- (d) Compensation details
- (e) Designation and organisation
- (f) Interview assessment forms
- (g) CCTV footage and other information obtained through electronic means such as visitor access cards.

- (h) Information on your use of our information and communications systems

Categories of Sensitive Personal Data:

- (a) Information about health, including medical condition, health and sickness records, physical and/or medical health for pre-employment physical examination approval.
- (b) Biometric data including facial recognition for purposes of granting access to MPO premises only;
- (c) Racial or ethnic origin
- (d) Sexual orientation (which can be deduced by the processing of marital status and spouse details)
- (e) Information in relation to criminal convictions (processed as part of the application process);
- (f) Information about religious beliefs

[PLEASE USE THIS AS A FORM]

ACKNOWLEDGMENT AND CONSENT

Please check the following boxes to signify your understanding and consent (without which we will not be able to process your Personal Data):

- I acknowledge that I have read and understood this statement and the purposes for which MPO will process Personal Data (including Sensitive Personal Data). I expressly consent to MPO processing my Personal Data (including my Sensitive Personal Data) in accordance with this Privacy Notice.

- I further consent to MPO processing my Personal Data direct marketing purposes, and to receive marketing, advertising and promotional information, materials and/or documents about MPO' products and/or services, or such products and/or services by MPO' business or strategic partners, and any related promotions, programmes, events, or contests organized by MPO.