

## PERSONAL DATA PROTECTION NOTICE (EXTERNAL)

This Personal Data Protection Notice ("Notice") sets out how Siemens Malaysia Sdn Bhd ("Company") collects, uses and protects the Personal Data of their business partners, customers and prospective customers, and such other persons whose Personal Data have been provided to the Company. This Notice is prepared in accordance with the requirements of the Personal Data Protection Act, 2010.

### 1. PERSONAL DATA

- 1.1 The "Personal Data" that you provide or have provided to the Company includes your name, contact details, address, email address, NRIC number or passport number, gender, age, date of birth, job title, particulars of your spouse or family members, and any information which relates directly or indirectly to you, from which you may be identified or may be identifiable from that information, which is collected, recorded, held or stored by the Company.
- 1.2 In addition to the Personal Data that you provide to the Company directly (whether at events, seminars or conferences held by the Company or at the time of your participation in survey conducted by the Company or at the time of having any business transaction with the Company), the Company may also collect your Personal Data from various other lawful sources.

### 2. PURPOSE OF PROCESSING OF PERSONAL DATA

- 2.1 Your Personal Data will be used and processed by the Company for the purposes as described below:
- (1) for preparing and executing all such instruments, documents and agreements necessary for purpose of entering into transactions with the Company;
  - (2) to enable the Company to carry out or perform any services or functions for the purposes of responding to your inquiry or processing your order;
  - (3) for registration as the Company's list of business partners or prospective customers;
  - (4) for the Company's internal administrative purposes;
  - (5) for delivering important notices in relation to any changes of the Company's terms, conditions or business/sale policies that may affect you;
  - (6) for the Company to communicate with you or contact you for all purposes set out above; and
  - (7) for the Company to comply with any legal or regulatory requirements relating to the Company's provision of services and products under the requirements of any applicable laws, regulations, by-laws, guidelines, directions or any court order applicable to the Company.
- 2.2 It is voluntary for you to supply your Personal Data to the Company. However, if you do not provide your Personal Data, the Company may not be able to:
- (1) carry out effectively the business transactions with you;
  - (2) provide you with the services that you requested from the Company;
  - (3) provide you with the notices, invites or materials that you requested from the Company, whether or not in relation to the Company's events; or
  - (4) communicate effectively with you.
- 2.3 The Company may also process your personal data for the purposes as follows:
- (1) for delivery to you invites to the Company's events, promotional materials, advertisements for marketing purposes or any specific information about our products and services; or
  - (2) for sharing with our worldwide affiliates to better understand your business needs and better improvement of our products and services;
- 2.4 The Company shall communicate with you, for the purposes set out in paragraphs 2.1 and 2.3 above, either by way of email, SMS or ordinary mail.
- 2.5 If you do not agree to the Company processing your Personal Data for any of the purposes set out in paragraph 2.3, please notify the Company by contacting the Company via the contact details set out in paragraph 6.1 below.

### 3. DISCLOSURE OF PERSONAL DATA

- 3.1 Your Personal Data provided to the Company or obtained by the Company shall be kept confidential by the Company. However, it may be necessary for the Company to disclose and transfer your Personal Data to the following parties:
- (a) third party companies, entities or service providers engaged by the Company to perform certain services on the Company's behalf, including the following:
    - (a) insurance providers;
    - (b) storage facility providers;

- (c) external advisors and other professional advisors, such as auditors and legal firms;
  - (d) contractors or sub-contractors;
  - (e) such other service provider that may be appointed by the Company.
- 3.2 The Company shall also disclose and transfer the information to any relevant statutory bodies, regulatory bodies, local authorities and/or other governmental authorities where required, and any such person to whom the Company is required to do so pursuant to a direction or order of such statutory bodies, regulatory bodies, local authorities and/or other governmental authorities.
- 3.3 The Company may also disclose your Personal Data to our worldwide affiliates or related companies within our group, whether within or outside of Malaysia, where it is necessary or appropriate to enable the Company to better understand your business needs and better improvement of our products and services, and/or for purposes of data storage or processing.

### 4. EMAIL AND WEBSITE

- 4.1 Any Personal Data provided via your registration through the Company's Website and any Personal Data contained in the emails and 'Contact Us' messages sent via the Company's Website to the Company shall be used and processed in the manner set out in this Notice. The content of the messages shall be strictly monitored by the Company.
- 4.2 If you do not wish for your Personal Data to be collected via cookies on the Website, please configure your internet browser to delete or deactivate cookies.
- 4.3 The Company's Website may contain links to other sites and pages not owned by the Company. The Company shall not be responsible for any Personal Data or information that you may provide to other entity via such links.

### 5. SECURITY AND RETENTION OF PERSONAL DATA

- 5.1 Your Personal Data provided to the Company or obtained by the Company shall be kept secured by the Company through reasonable and appropriate administrative and security measures and procedures to prevent any unauthorized or unlawful processing, loss of or damage to, your Personal Data.
- 5.2 Any Personal Data provided by you to the Company shall be retained by the Company for as long as the fulfillment of the purposes stated in paragraphs 2.1 and/or 2.3 above is required, or if such retention is necessary pursuant to any legal, regulatory or accounting requirements.

### 6. REQUEST FOR ACCESS AND INQUIRIES

- 6.1 We take reasonable steps to ensure that your Personal Data provided to us is accurate. However, you may at any time hereafter request for access to, or request for rectification or correction of your Personal Data, or limit the processing of your Personal Data by the Company, as the case may be, however subject to the exceptions and restrictions as may be contained under the applicable law. If you wish to do so, please contact:

**Pravind Menon**  
Data Privacy Officer  
Level 1, Reception, CP Tower  
No. 11, Jalan 16/11  
Pusat Dagang Seksyen 16  
46350 Petaling Jaya  
Selangor Darul Ehsan  
+ 603 7952 4291  
+ 603 7955 0308  
[dpo.my@siemens.com](mailto:dpo.my@siemens.com)

You may also contact the Company via the above contact details if you have any inquiries or complaints in respect of your Personal Data provided to the Company.

- 6.2 Please note that the Company has the right to refuse your request to access and/or make any correction to your Personal Data to the extent permitted under the applicable law.

### 7. AMENDMENT TO NOTICE

The Company reserves the right to amend or modify this Notice from time to time without prior notice to you.

For further information on Siemens Data Protection, please refer to <http://www.siemens.asia/my/en/Disclaimer/protection-policy>