

Data Subject Access Request Form

You have the right to access your personal data held by Hartalega group of companies (“Hartalega”) under the Personal Data Protection Act 2010 of Malaysia. Specifically, you can request for:

- confirmation of whether your personal data is being processed by Hartalega;
- information about your personal data that is being processed by Hartalega; and
- a copy of the personal data in an intelligible form.

Kindly submit this request electronically by filling this form and sending the form through email to human.resource@hartalega.com.my, and authenticating your identity by attaching a copy of your NRIC or Passport, or any other proof of identity as the DATA PROTECTION OFFICER may advise (“Proof of Identity”).

We expect to respond to your request within 21 days of Hartalega’s receipt of a fully completed copy of this form and a valid Proof of Identity.

If we are unable to comply with your requests within 21 days, we shall provide you with a notice in writing and explain why we are unable to comply within the allotted 21 days, and if applicable, we will request for an extension of time to comply with your request. In any event, such extension of time will not exceed 14 days.

I. Requester Name (Data Subject) and Contact Information

Please provide the data subject's information in the space provided below. If you are making this request on the data subject's behalf, you should provide your name and contact information in Section III.

We will only use the information you provide on this form and your Proof of Identity to identify you and the personal data you are requesting access to, and to respond to your request.

Full Name in accordance with the Proof of Identity:	
Residential address:	
Date of birth:	

Telephone or mobile number:	
Email address:	
You are (Kindly tick the box which applies to you):	(a) An employee of Hartalega [] (b) A customer of Hartalega [] (c) A vendor/supplier/sub-contractor of Hartalega [] (d) Others :_____ .
Please provide other unique identifiers or related information to help us locate your personal data (for example, NRIC or Passport number or employee number):	

II. Proof of Identity

We require Proof of Identity before we can respond to your access request. To help us establish your identity, you must provide Proof of Identity that clearly shows your name, date of birth, and current address.

We accept a scanned image of your Proof of Identity. If you have changed your name, please provide the relevant documents evidencing the change.

If you do not have any of Proof of Identity available, please contact the DATA PROTECTION OFFICER at [+603-8707 3000](tel:+603-87073000) or human.resource@hartalega.com.my for advice on other acceptable forms of Proof of Identity.

We may request additional information from you to help confirm your identity and your right to access, and to provide you with the personal data we hold about you.

You acknowledge that we will be unable to comply with your request if you fail to provide us with any acceptable Proof of Identity.

III. Requests Made on a Data Subject's Behalf

Please complete this section of the form with your name and contact details if you are acting on the data subject's behalf.

First and last name:	
Home address:	
Date of birth:	
Telephone number:	
Email address:	

We accept a scanned image of your Proof of Identity. If you do not have any Proof of Identity available, please contact the DATA PROTECTION OFFICER at [+603-8707 3000](tel:+603-87073000) or human.resource@hartalega.com.my for advice on other acceptable forms of identification. We may request additional information from you to help confirm your identity if necessary.

We also require proof of the data subject's identity before we can respond to the request. To help us establish the data subject's identity, you must provide the data subject's Proof of Identity.

We accept a scanned image of the data subject's proof of identity. If the data subject has changed his or her name, please provide the relevant documents evidencing the change.

We accept a copy of the following as proof of your legal authority to act on the data subject's behalf: a written consent signed by the data subject, a certified copy of a Power of Attorney, or evidence of parental responsibility.

We may request additional information from you to help confirm the data subject's identity. We reserve the right to refuse to act on your request if we are unable to verify your legal authority to act on the data subject's behalf.

You acknowledge that we will be unable to comply with your requests if you fail to provide us with any acceptable Proof of Identity, whether of yourself or the data subject.

IV. Information Requested

To help us process your request quickly and efficiently, please provide as much detail as possible about the personal data you are requesting access to. Please include time frames, dates, names, types of documents, file numbers, or any other information to help us locate your personal data.

For example, you may specify that you are seeking:

- Employment records or personnel records.
- Medical records.
- E-mail or other electronic communications (specify the approximate dates and times).
- Billing information.
- Photographs.
- Video footage.
- Transaction histories.
- Correspondence histories.

We will contact you for additional information if the scope of your request is unclear or does not provide sufficient information for us to conduct a search (for example, if you request "all information about me"). We will begin processing your access request as soon as we have verified your identity and have all of the information we need to locate your personal data.

If the information you request reveals personal data about a third party, we will either seek that individual's consent before responding to your request, or we will redact third parties' personal data before responding.

If we are unable to provide you with access to your personal data because disclosure would violate the rights and freedoms of third parties, we will notify you of this decision.

Applicable law may allow or require us to refuse to provide you with access to some or all of the personal data that we hold about you, or we may have destroyed, erased, or made your personal data anonymous in accordance with our record retention obligations and practices. If we cannot provide you with access to your personal data, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

V. Signature and Acknowledgment

I, _____, confirm that the information provided on this form is correct and that I am the person whose name appears on this form. I understand that: (1) Hartalega must confirm proof of identity and may need to contact me again for further information; and (2) my request will not be valid until Hartalega receives all of the required information to process the request; and (3) Hartalega may charge a reasonable fee based on administrative costs.

Signature

Date

VI. Authorized Person Signature

I, _____, confirm that I am authorized to act on behalf of the data subject. I understand that Hartalega must confirm my identity and my legal authority to act on the data subject's behalf, and may need to request additional verifying information.

Signature

Date