

Employees Personal Data Protection Notice



In line with the Personal Data Protection Act 2010 (“**PDPA**”), we (Chubb Insurance Malaysia Berhad) are required to inform you that the personal data you have provided to us in this form or that is subsequently obtained by us from time to time, including your sensitive personal data such as details about your health or condition, offences committed, and religious beliefs, if any (“**Personal Data**”), may be processed for the purpose of communicating with you, determining your suitability, and if you are engaged then for arranging and processing your medical insurance and other employment benefits, processing salaries and other payments, monitoring and reviewing performance, performing data analytics, carrying out regional reporting, performing administrative tasks, and for other matters which are related to employment purposes (collectively, “**Purpose**”). The Personal Data is obtained when you fill up documents; liaise with us, our appointed doctor, or our other representatives; or give it to us or our representatives in person, over the telephone, or through websites. We may also collect Personal Data from third parties such as previous employers, referees, schools and educational institutions, associations, doctors, service providers, recruitment agencies, or publicly available sources of information.

Please rest assured that we respect the privacy of our employees and the use of their personal data. We will deal with your personal data in compliance with the requirements of the PDPA.

Although you are not obliged to provide us with your Personal Data, we will not be able to consider your application and carry out the Purpose mentioned here if you fail to provide all requested information.

Your Personal Data may be disclosed to third parties for or in connection with the Purpose or to fulfil some legal or regulatory function, including third parties we engage to carry out certain activities on our behalf. These third parties include third party administrators, storage or hosting service providers, professional advisers including doctors and other medical service providers, and other companies within the Chubb Group. In such instances, it will be done in compliance with the PDPA.

We may also disclose your Personal Data where such disclosure is required under the law, court orders or pursuant to guidelines issued by regulatory or other relevant authorities, if we reasonably believe that we have a lawful right to disclose your Personal Data to any third party or that we would have had your consent for such disclosure if you had known of the same, and/or if the disclosure is in the public interest.

Please be informed that your Personal Data may also be transferred to our related companies and third party providers, which may be located outside Malaysia for the Purpose. In the event that we use external service providers, specific security and confidentiality safeguards have been put in place to ensure your privacy rights remain unaffected.

You may make inquiries, complaints, request for access to or correction of your Personal Data or limit the processing of your Personal Data at any time hereafter by submitting such request to the Human Resources Department Manager (Tel: 03-2058 3060).

Where you have given us personal data that is of another individual (“**Data Subject**”), you must ensure that you have informed the Data Subject that you are providing the Data Subject’s personal data to us, and have gotten the Data Subject’s consent to do so. You must explain what is stated here to the Data

Subject, and ensure that he/she understands, agrees and authorises us to deal with his/her personal data according to what is stated here.

By submitting your application to or continuing to deal with us, you understand, agree and consent to the terms above with respect to the processing of your Personal Data.