



## Personal Data Protection Policy

At the Department of Human Resource Development (“JPSM”), we are committed to protecting your privacy in accordance with the Personal Data Protection Act 2010 of Malaysia (“PDPA”). By clicking registering or signing in to the **SabahJobs Portal**, you hereby consent that:

1. It is necessary for us to collect and to retain your personal data. It is also obligatory for you to supply your personal data to us in the most accurate manner. If you do not provide us with your personal data, we are unable to, process your personal data on your behalf, for the purposes stated in clause 2 herein, or effectively render our services to you.
2. Your data will be retained for the purposes to which it was collected and processed, or to comply with any legal, regulatory or internal requirements. We will take all reasonable steps to ensure that all personal data is destroyed or permanently deleted if it is no longer required for the purpose for which it was collected and processed.
3. We strive to maintain complete, current, and accurate Personal Data about our customers. Any inaccurate Personal Data that is brought to our attention will be corrected as quickly as possible after notification. Procedures will be maintained to ensure that any reported inaccuracies are promptly and effectively handled and that all Personal Data remains as accurate, current and complete as possible.
4. You are obliged to provide complete, current and accurate Personal Data to us. Failure to provide complete, current and accurate Personal Data to us as required in the system may result in your application for our system being rejected. In such events, we shall not be held liable for any claims or complaints from you arising therefrom.
5. You have the right to access to your Personal Data that we have in our possession or control and may request that your Personal Data be amended for purposes of accuracy and completeness. Notwithstanding this, we reserve our rights to rely on any statutory exemptions and/or exceptions to collect, use and disclose your Personal Data. If you wish to access your Personal Data, please contact us via the contact details listed in this Notice.
6. If the need arises, we will obtain explicit consent from you before or when we process Sensitive Personal Data. We may process Sensitive Personal Data without your consent only in limited circumstances as permitted by law.
7. We also collect Internet Protocol (IP) addresses. IP addresses are assigned to computers on the Internet to uniquely identify them within the global network. We collect and manage IP addresses as part of the service of providing Internet session management and for security purposes.
8. Our websites may transmit to your computer a “cookie”, which enables us to store information on your computer when you visit our websites. A cookie is a package of data that allows our server to identify and interact more effectively with your computer without having to spend time on identifying each customer, thereby also providing additional login convenience. You may configure and personalize your current browser to refuse, reject or delete such cookies.

9. Cookie further enables us to recognize you during your repeated visits. The type of information gathered is anonymous and non-personal (e.g. the IP address of the customer's computer, the date and time of the customer's visit, which pages the customer browsed and whether the pages have been delivered successfully). Apart from merely establishing basic connectivity and communications, we may also use this data in aggregated form to develop customized services which are tailored to your individual interests and needs. Should you choose to do so, it is possible (depending on the browser you are using), for you to be prompted before accepting any cookies, or to prevent your browser from accepting any cookies at all. This may however cause certain features of our websites not to be accessible.

10. We collect information about your use of our websites from cookies. Cookies are packets of information stored in your computer which assist your website navigation by customizing site information tailored to your needs. Cookies in themselves do not identify the individual user, just the computer used. You are not obliged to accept cookies. If you are concerned, you can set your computer either to accept all cookies, to notify you when a cookie is issued, or not to receive cookies at any time. However, rejection of cookies may affect your use of our websites as we will be unable to personalize aspects of your use of the website. Please be informed that this Privacy Statement applies solely to SabahJobs Portal and does not apply to any third party websites you may access from our websites. To determine how they deal with your Personal Information, you should ensure that you read their respective privacy policies.

11. The personal data that you may provide to us may include but not limited to:-

- a) Name;
- b) Identity Card Numbers (NRIC, Police, Military, Permanent Residence);
- c) Date of Birth and Age;
- d) Employer;
- e) Date of Employment;
- f) Employment status;
- g) Salary;
- h) Address;
- i) Nationality;
- j) Race;
- k) Gender;
- l) Email address;
- m) House Phone no.;
- n) Mobile phone no.;
- o) Username/ member ID/ Login ID;
- p) Resume; and

12. We may use your personal data for the following purposes, but not limited to:-

- a) to verify your identity;
- b) to manage and maintain your account with us;
- c) to provide job matches based on your job preference;
- d) to assess and verify your employability;

- e) to provide and improve our services to you;
- f) to carry out your instructions or to respond to any enquiries, complaints, comments or feedbacks that you have submitted to us;
- g) to compile information for analysis and/or report to relevant regulatory authorities;
- h) to transfer or assign our rights, interests and obligations under any services rendered to you to any relevant third parties;
- i) to update, consolidate and improve the accuracy of our records;
- j) to produce data, reports and statistics that does not identify you as an individual;
- k) to conduct surveys, questionnaire and/or research for analytical purposes;
- l) to maintain records required for security, claims or other legal purposes;
- m) to provide training for our staffs;
- n) to conduct marketing and information technology activities;
- o) to persons who have been identified as being you or your authorized representative(s) for the purpose of the relevant transaction or enquiry;
- p) for any other purposes that is required or permitted by any law, regulations, guidelines and/or relevant regulatory authorities.

13. We may disclose and/or transfer your personal data to the following categories of third parties:-

- a) employer;
- b) our outsourced third party service providers or product providers as we deem necessary or appropriate;
- c) our business partners including business affiliates or merchant that provide or deal in general with our services or products in connection with our services and products;
- d) our auditors, business consultants, accountants, lawyers or other professional advisers and/or consultants as we deem necessary and appropriate;
- e) any person to whom we are compelled to or required under law or in response to a local or state or federal authority, industry regulator, enforcement agency, statutory authority, court of laws, tribunal, arbitration centre, commission or council or association legally authorized by law;
- f) law enforcement agencies;
- g) government agencies;
- h) companies and/or organisations that act as our agents, contractors, service providers and/or professional advisers; and
- i) companies and/or organisations that assist us in processing and/or otherwise fulfilling transactions and providing you with services that you have requested or subscribed for

14. You are responsible for providing us your personal information that is accurate and complete as well as updating your information when it becomes incorrect or out of date.

