



CORROSERV (M) SDN. BHD.

CYBER SECURITY & DATA PRIVACY POLICY

CORROSERV® are committed to protecting the privacy and security of your personal information. Systems, technical infrastructure, and a company's brand can all suffer from the danger of data theft, fraud, and security breaches. **CORROSERV®** has therefore developed this policy to assist in outlining the security procedures put in place to guarantee that information is secure and protected.

Confidential Data

- Unreleased and classified financial information.
- Customer, supplier and shareholder information.
- Patents, business processes, and/or new technologies.
- Employees' passwords, assignments and personal information.
- Company contracts and legal records.

Transferring Data

- Refrain from transferring classified information to employees and outside parties.
- Only transfer confidential data over **CORROSERV®**'s networks.
- Adhere to **CORROSERV®**'s data protection law and confidentiality agreement.
- Verify the recipient of the information and ensure they have the appropriate security measures in place.

Data Protection Principles

- The personal data will be used in a legal, equitable and in a transparent way.
- The personal data only used for legitimate purposes that we have explicitly disclosed to you and is only collected for those purposes.
- The personal data only retained for the length of time required by the uses we have disclosed.
- The personal data will be kept safely and securely.

Your Personal Data

The following categories of personal information about you will be gathered, kept, and used by us:

- Personal contact details such as name, title, telephone numbers and email addresses
- Purchases Orders, Invoices and documentation related to sales or purchases
- Historical records of previous transactions linked to the data subject
- Business Cards with name, email and telephone numbers.

Use of Your Personal Information

- To personalize communications with existing and potential clients, as well as with their employees and representatives.
- For direct marketing objectives, such as informing both existing and prospective businesses about pertinent and timely information and updates regarding our goods and services.
- To process purchase orders, invoices, and to send and receive payments.
- To manage the agreement that we have made with the companies.
- Management and planning for businesses, including auditing and accounting
- To keep an eye on your use of our communication and information systems to make sure that our IT policies are being followed.

Discipline up to and including termination may result from violating this policy. Discipline procedures at **CORROSERV®** are determined by how serious the infraction was. Unintentional infractions merely call for a verbal warning; repeated offenses of the same kind can result in a written warning; and intended offenses, depending on the specifics of the situation, can result in suspension and/or termination.



SIVA PRAGASH SABA
DIRECTOR