

## **Privacy Policy**

NSK BEARINGS (MALAYSIA) SDN BHD (“Q-NSK”) is committed in respecting and managing your Personal Data in accordance with the Personal Data Protection Act 2010 (“Act”) and other applicable Personal Data legislation.

This Privacy Policy sets out the general information on the processing of your Personal Data by Q-NSK its employees and group companies and affiliates (collectively “Q-NSK”, “we”, “our” and/or “us”).

Q-NSK will process your Personal Data in accordance with this Privacy Policy and any applicable laws. By browsing Q-NSK website, you signify your consent to the collection, use and disclosure of your Personal Data for the purposes outlined in Clause 2 and agree to be bound by this Privacy Policy. In this regard, please note that it is on your part to ensure that all Personal Data submitted to us is complete, accurate, true and correct at the time of submission. Failure on your part to do so may result in our inability to provide you with products and services you have requested.

You also warrant that you have obtained all necessary consents from any third parties for Q-NSK to disclose any Personal Data belonging to such third parties as well as for the onward disclosure or processing of such third-party Personal Data by Q-NSK.

Q-NSK reserves the right to amend, alter, modify, or change this Privacy Policy from time to time without prior notice. Any amendment, alteration, changes, or modification will be posted from time to time on our website.

### **1. Personal Data**

**"Personal Data"** means any data or information, whether true or not, about an individual who can be identified either (a) from that data; or (b) from that data and other information to which Q-NSK is likely to have access to. Personal Data excludes business contact information which means an individual's name, position name or title, business telephone number, business address, business electronic mail address or business fax number and any other similar information about the individual, not provided by the individual solely for his personal purposes.

### **2. Collection, Use and Disclosure of Personal Data**

Q-NSK may use and disclose the Personal Data we collect from you for any of the following purposes:

- (a) To carry out Q-NSK obligations arising from any contracts entered into between you and us.
- (b) To handle products and services requests and enquiries (including payments for products and services by way of cheque, credit card payment or any other method).
- (c) To administer and update your records in our databases monitoring and maintaining a copy of your record of previous transactions.
- (d) To administer and facilitate visa and travel arrangements when attending events organised by Q-NSK.
- (e) To facilitate the delivery, maintenance, and enhancement of Q-NSK services, programmes and events.
- (f) To plan, monitor and enhance the provision of new services, projects, programmes, and events.
- (g) To improve Q-NSK customer service through your feedback.
- (h) To process your enquiries and all other ancillary administrative purposes.
  - (i) Send regular newsletter
  - (j) For communications, marketing, and publicity purposes.
  - (k) For government, audit, and other regulatory purposes.
  - (l) For recruitment and evaluation purposes if you apply for a job with Q-NSK, i.e., to determine job suitability.
- (m) To ascertain security clearances and access controls at Q-NSK facilities.

- (n) For security, surveillance, and employee monitoring purposes.
- (o) For internal reporting and/or accounting purposes; and/or
- (p) Purposes incidental to each or all the above.

We may also contact you by any means of communication for which you have given us contact details, including but not limited to via email, telephone numbers, and post, for the purpose of getting your feedback or for providing you with information which we believe could be of interest to you or your organisation.

### **3. Cookies**

When you visit any of Q-NSK websites, NSK /ISC may collect or analyse anonymized information from which individual information will not be identified. The information collected may include the number of users and the amount of time they stay on our website, which countries they are from, and what mode of device they are currently using to view our website, etc.

You may disable the use of cookies by selecting the appropriate settings on your browser. This may however result in you being unable to experience the full functionality of the websites.

### **4. Disclosing and Transferring Personal Data**

Q-NSK implements a variety of security measures to maintain the safety of your submitted Personal Data. Although every reasonable effort has been made to ensure that all Personal Data will be so protected, Q-NSK cannot be responsible for any unauthorised use or misuse of such Personal Data and risks which are inherent in all internet communications.

Q-NSK may disclose your Personal Data to any member of our group or third-party agents or service providers to assist us in the use of your Personal Data in or outside Singapore for purpose outlined in Clause 2 above and/or legal purpose. Q-NSK will not transfer Personal Data within or outside Singapore unless the Personal Data will be accorded a level of protection which is comparable to the protection under the PDPA.

### **5. Retention of Personal Data**

Q-NSK will cease to retain Personal Data, as soon as it is reasonable to assume that the purpose for collection of such Personal Data is no longer being served by such retention, and such retention is no longer necessary for legal or business purposes.

### **6. Links to Third Party Websites**

Our websites may contain links to other external websites, such as our business partners. We are not responsible for the privacy policies and practices of these websites taken care of by third parties. We strongly encourage you to check the privacy policy of each website that you visit. Some of these third-party websites may have our logo or trademark acknowledged on their website. However, these websites are not operated and maintained by us. Please contact the owner of the respective websites should you have any questions on their privacy policies.

### **7. Contact Our Data Protection Officer (“DPO”)**

Should you:

- (a) have any complaints or queries related to your Personal Data or our Privacy Policy, or
- (b) wish to have access to or seek to update, correct or withdraw the consent to collect and use your Personal Data.

Please address to DPO at following contact details: -

**Data Protection Officer**  
**Nordzlan bin Ahmad**  
**(HR & Administration Manager)**  
**NSK Bearings (Malaysia) Sdn Bhd**  
No.2, Jalan Pemaju U1/15, Seksyen U1,  
Hicom Glenmarie Industrial Park,  
40150 Shah Alam, Selangor.