

Personal Data Protection Notice For Job Applicant and Employee (Version June 2025)

At Tenaga Nasional Berhad (Company No. 199001009294 (200866-W)), and our subsidiaries, we are committed to protecting your privacy in accordance with the Personal Data Protection Act 2010 of Malaysia ("PDPA"). This Personal Data Protection Notice ("PDP Notice") explains what personal data we collect about you, when and why we collect it, how we use it, the conditions under which we may disclose it to others, your rights to your personal data and how we keep it secure. This PDP Notice covers both our online and offline collection activities.

Personal Data We May Collect from You

We may collect the following personal data about you during the course of your job application and employment with us:

For Job Applicants

- your personal information to establish your identity and background such as your full name, NRIC number or passport, visa, date of birth, age, gender, and nationality;
- your marital status and details;
- your contact information such as address, telephone number, mobile phone number, and email address;
- your educational information, such as your university or school, educational achievements, education certificates or transcripts, and scholarship information;
- your skills, languages, and your professional membership information;
- your employment history including working experiences, achievements, salary at current or previous place of employment;
- your photograph or profile pictures;
- your driving licenses;
- your resume or curriculum vitae;
- recruiting information including reference and background checks;

- sensitive personal data such as your racial or ethnic origin, political opinions, religion or other beliefs, health and medical information, biometric information such as fingerprint and facial recognition, criminal background and disciplinary proceedings. We do not generally collect sensitive personal data unless it is necessary due to exceptional circumstances such as for job application related purposes;
- recording of your image via CCTV cameras installed at our offices or premises;
- recording of your photograph and/or video during any of our corporate events or third party open day;
- recording of calls when you contact us; and/or
- any other related information or supporting documents submitted by you or on your behalf during your job application with us.

For Employees

- All personal information as listed above including bank account details, information relating to your salary, insurance and tax;
- your biometric information such as fingerprint and facial recognition;
- your details of dependents and next of kin;
- your emergency contact numbers and death nominees' information; and/or
- any other related information or supporting documents as submitted by you or on your behalf during your employment with us.

For general web browsing, although no personal data is revealed to us, certain technical and statistical information is available to us via our internet service provider such as cookies, your IP address, the time, date, and duration of your visit. If you provide us with any personal data relating to a third party (e.g. information of your family including spouse, children, and/or parents) by submitting such personal data to us, you represent to us that you have obtained the consent of the third party to provide us with their personal data for the purposes as listed below and in respect of minors (i.e. individuals under 18 years of age) or individuals not legally competent to give consent, you confirm that they have appointed you to act for them, to consent on their behalf to the processing (including disclosure and transfer) of their personal data in accordance with the PDP Notice.

How We Collect Your Personal Data

We usually get your personal data directly from you, but we may also obtain your personal data from a variety of sources, which may include (but are not limited to) the following:

- when you fill in application form and submit curriculum vitae or resume in our job portal;
- when you provide information in publicly available resources such as other career platforms, publications, social media posts and platforms, and other information that is publicly available;
- when we collect information about you from third parties (such as friends or relatives) who have referred you to us, your previous employers, recruitment agencies, individuals appointed as your referees, individuals appointed to act on your behalf, healthcare institutions, or our appointed vendors for any other services related to employment);
- when you provide information in TNB intranet website pages in the course of your employment;
- when you participate in any surveys, questionnaires, competitions, contests, offers, or promotions done internally or via an appointed third party;
- when you attend any of our corporate events or related events such as career fairs;
- when you visit or browse our websites; and/or
- from such other sources where you have given your consent for the disclosure of personal data relating to you, and/or where otherwise lawfully permitted.

Process of Personal Data Collected

You agree that we may process your personal data where permitted by applicable law and for the following purposes:

- for job application related purposes;
- for employment purposes;
- for facilitating communication and correspondence with you;
- for managing employment-related matters, including payroll, compensation and benefit administration;
- for monitoring and ensuring compliance with company policies and procedures;
- for providing internal/ external training and career development opportunities;

- for facilitating access to the company resources and systems;
- to produce data, reports and statistics which have been anonymized or aggregated in a manner that does not identify you as an individual;
- to conduct surveys, questionnaire, and provide you with information from us or which we feel may interest you;
- to comply with any legal or regulatory obligations under the applicable laws, regulations, guidelines or industry codes that applies to us;
- to maintain records required for security, claims or other legal purposes;
- to detect and/ or prevent fraudulent activity(ies);
- to secure your safety and well-beings;
- for any other purposes related to administration and execution of your employment contract with TNB; and/or
- for any other purposes related to, incidental or in furtherance of the above purposes as well as for other purpose(s) which is permitted by any law, regulations, guidelines and/ or relevant regulatory authorities.

With Whom We Share Your Personal Data

We may disclose your personal data to the following parties, whether within and/or outside Malaysia for the purposes of processing as set out in this PDP Notice:

- within TNB and TNB Group;
- our business associates, strategic partners and other parties for any other incidental and/or directly related to the employment purposes;
- individuals, companies or organisations that assist us in processing and/or otherwise fulfilling transactions or services;
- any approved bodies where employees' contributions are remitted;
- any authorised organisations which provide personnel benefits, such as insurance schemes, housing schemes and employee share schemes (if any);
- any healthcare services including any medical practitioner, medical institution, hospital, insurance company to provide with medical benefits and to protect vitals interest;
- companies or organisations which provide and administer training and talent development;
- third parties to whom we outsource our internal functions;

- your immediate family members and/or emergency contact person as may be notified to us when it is necessary to secure your safety and well-beings;
- federal or state government, local government, statutory bodies, regulatory bodies, implementing agencies, government agencies and such other legal authorities;
- law enforcement agencies;
- list of permitted third parties for disclosure in Appendix IV Code of Practice which is accessible at http://www.tnb.com.my/assets/files/PERSONAL_DATA_PROTECTION_CODE_OF_PRACTICE_V2.pdf;
- other parties in respect of whom you have given your express or implied consent; and/or
- any other relevant parties permitted by the law.

We will not otherwise use, share, disseminate, publish or disclose your personal data except as may be required in response to contractual obligations, litigation, investigations or other legally required disclosures or to protect our rights, property or safety or of you, or others.

If Personal Data Provided by You Is Incomplete

Where requested either through manual or electronic means, it is obligatory to provide your personal data for us to process your personal data to fulfil your job applications and/or employment purposes, legal and/or contractual requirements, and/or other purpose(s) which is permissible under the laws.

In the circumstances you are unable to provide a complete personal data;

- for job applicants, we may not be able to process your job application; or
- for employees, we may not be able to fulfill our obligations as an employer under the employment terms and any other benefits related thereto.

Your Rights to Access and Correct Your Personal Data

Upon your request, we shall assist you to access and correct your personal data that is held or controlled by us. We are committed to maintain the completeness, accuracy and up-

to-date based on the details you provided. You are responsible to update us of any changes to your personal data. In respect of your right to access and/or correct your personal data, we may consider your request subject to reasons permitted under the law.

How Long We Will Keep Your Personal Data

We will retain your personal data in compliance with this PDP Notice and/or the terms and conditions during your employment with us for the duration of your relationship with us, for such period as may be necessary to protect our interests and/or employees as may be deemed necessary, where otherwise required by the law and/or where required by our relevant policies for the purposes which it was collected according to this PDP Notice or as required by the applicable statutory period. Any personal data collected by us will be retained during the period of your active employment as well as during the post-employment period as long as the personal data is required to serve its original purpose of collection or as required by applicable laws.

How We Protect and Safeguard Your Personal Data

We shall endeavor to take all practical steps to safeguards your personal data from any loss, misuse, modification, unauthorized or accidental access or disclosure, alteration, or destruction of your personal data. Our website and our online platform may contain links to third-parties' websites. This PDP Notice does not extend to such third-parties' websites as they are beyond our control. If you decide to visit these third-parties' websites through the provided links, they may gather your personal data. It is your responsibility to agree and consent to the privacy policies of these third-parties' websites before providing any of your personal data. We disclaim any legal or other liability for the actions, privacy policies, or adherence to privacy standards of these third-parties' websites.

Transfer of Your Personal Data Outside Malaysia

Any personal data, which you provide to us, will be treated with the highest standards of security strictly in accordance with the PDPA. It may be necessary for us to transfer your personal data outside Malaysia if any of our service providers, subsidiaries, business associates, strategic partners and other parties are involved in providing part of services are located in countries outside Malaysia. You hereby consent to us transferring your

personal data outside Malaysia (in the course of your employment with us) in these instances. We shall take reasonable steps to ensure our service providers, subsidiaries, business associates, strategic partners and other parties not to use your personal data for any reason other than to provide the services they are contracted by us. As part of providing services which involving transfer of your personal data to countries outside of Malaysia, we will ensure adequate level of protection have been implemented in order to safeguard your personal data.

Your Consent

By submitting your personal data (including sensitive personal data), you hereby consent to the processing of your personal data as set out in this PDP Notice. We reserve the right to revise or withdraw this PDP Notice as and when deemed necessary. We may review and update this PDP Notice from time to time. We shall update you of any reviews, updates, and changes to this PDP Notice via our official communication platform. You are advised to regularly refer this PDP Notice for possible changes.

Inconsistency/ Conflicts

In the event of any conflict or inconsistency between the English and National Language (Bahasa Melayu) versions of this PDP Notice, the English version shall prevail to the extent of such conflict or inconsistency.

Contact Us

We are committed to protect your personal data. Should you have any query in relation to this PDP Notice or how we handle your personal data, please contact our TNB Data Protection Officer at dpo@tnb.com.my.