



HR Policy and Employee Handbook is issued pursuant to
Employment Act 1955

M E N T O R



PERSONAL DATA PROTECTION ACT – CONSENT DECLARATION FORM

In line with the Personal Data Protection Act 2010 (PDPA) and in addition to the consent given by you in your appointment letter, we **Mentor Facilities Management Sdn Bhd** seek your consent to process, disclose, disseminate, transfer and/or retain your personal data and if necessary, personal sensitive data in relation to your health and medical condition/history, to our Clients/ Assigned Company as stated in the main Fixed Term Employment Contract Agreement as well as it's holding company, related companies, subsidiaries, affiliates, hospitals, panel clinics, government agencies and other outsourcing partners for purposes related to your employment, health screening, vaccination, reporting to authorities during the Covid-19 pandemic period and other relevant purposes in compliance with Movement Control Order (MCO) guidelines and Standard Operating Procedures (SOP) issued under the Prevention and Control of Infectious Diseases Act 1988 related to your employment with the Mentor Facilities Management Sdn Bhd.

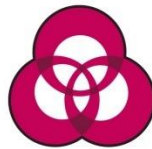
We are committed in ensuring the confidentiality, protection, security and accuracy of your personal data and/or personal sensitive made available to us. It is your obligation to ensure that all data submitted to us and retained by us are accurate, not misleading, updated and complete in all aspects.

You may at any time after the submission of your personal data and/or personal sensitive data to us, submit your request for access to your personal data and/or personal sensitive by submitting such request to us in writing to the address below in the event:

- (a) you require access to and/or wish to make corrections to your personal data and personal sensitive data subject to compliance of such request for access or correction not being refused under the provisions of the PDPA and/or existing laws;
- (b) you wish to enquire about your personal data and/or personal sensitive data; and
- (c) you are no longer agreeable in us retaining, processing, holding or storing your personal data and/or personal sensitive data.

However, please note that this may result in us not being able to properly perform or discharge our obligations to you.

Shamsiah Noor Bt Samsuri
Personal Data Protection Officer
Mentor Facilities Management Sdn Bhd
A-35-1 & 13, Tower A, Level 35
Menara UOA Bangsar, No 5 Jalan Bangsar Utama 1
59000 Bangsar Kuala Lumpur
shamsiah@mentor-facilities.com.my
+6019 417 9546



MENTOR

EMPLOYEE PARTICULARS	
FULL NAME (As Per NRIC Or Passport)	
NRIC / Passport No.	
Contact No.	
Email Address	
House Address	
District	
My Sejahtera ID	
Vaccination Details And Status	
Office Location	
CONSENT AND DECLARATION	
<p>By signing this form, I hereby agree and grant my full consent to Mentor Facilities Management Sdn Bhd. (my employer) shall have the right to process, disclose, disseminate, transfer and/or retain my personal data (including personal sensitive data pertaining to my health status, physical and medical condition/history, if necessary) for the purpose of my employment and purposes related to my employment including but not limited to health screening, vaccination/inoculation, insurance, reporting to authorities/management, data tracking and other purposes as specified in this form above for the duration of the Covid-19 pandemic period and all application and registration processes related thereto which might include the transfer, transmission, dissemination, disclosure and sharing of personal data and/or personal sensitive data mentioned above to Mentor Assigned Company as stated in main Fixed Term Employment Contract Agreement as well as its holding company, subsidiaries, hospitals, clinics, health authorities, governmental departments or agencies, regulatory and/or statutory bodies but not limited to affiliate companies and their outsourcing partners.</p> <p>I hereby certify that, having read the notice, consent and declaration above, the information given in this form is true, accurate and given freely.</p>	
Signature of Employee (Data Subject):	
Date:	