

PERSONAL DATA PROTECTION NOTICE

1. INTRODUCTION

Enpro Teknologi Sdn Bhd (Company Registration No. 1012495-P) and Enpro Energy Sdn Bhd (Company Registration No. 1354326-W) (collectively, "**ENPRO**", "**we**", "**us** or "**our**") respect the privacy of individuals and are committed to protecting the personal data entrusted to us.

This Personal Data Protection Notice ("**Notice**") explains how ENPRO collects, obtains, uses, discloses, stores, retains, transfers and otherwise processes personal data in the course of our business activities.

This Notice is issued in accordance with the **Personal Data Protection Act 2010 (Act 709)** ("**PDPA**"), as amended from time to time, and applicable regulations, standards, guidelines and requirements issued by the Personal Data Protection Commissioner of Malaysia.

This Notice applies to individuals whose personal data is collected or processed by ENPRO, including customers, prospective customers, project owners, engineers, consultants, contractors, suppliers, business partners, professional advisers, representatives of organisations, visitors and individuals who communicate or otherwise interact with ENPRO.

Where personal data is collected or processed by us, we shall be responsible for the processing of such personal data in accordance with applicable law and this Notice.

This Notice should be read together with any contract, letter of offer, quotation, purchase order, terms and conditions, website or other document issued by or entered into with ENPRO, as applicable.

2. WHAT IS PERSONAL DATA?

For the purposes of this Notice, "**Personal Data**" means any information relating directly or indirectly to an individual who is identified or identifiable from that information, whether on its own or in combination with other information in ENPRO's possession or likely to come into ENPRO's possession, which may be collected, received, recorded, compiled, processed, used and/or maintained by ENPRO from time to time.

Personal data may be collected and/or recorded in any form, whether electronic, physical or otherwise.

Depending on the circumstances, Personal Data may include information that identifies an individual directly or information which, when combined with other information available to ENPRO, may reasonably identify that individual.

3. PERSONAL DATA THAT WE COLLECT

The type of Personal Data collected by ENPRO will depend on the nature of our relationship and dealings with you.

Personal data that ENPRO may collect includes, but is not limited to, the following:

3.1 Identification and Contact Information

- Full name;
- Identification information, where reasonably necessary;
- Telephone or mobile telephone number;
- Email address;
- Business or correspondence address;
- Company name;
- Job title, designation or position; and
- Other business contact information.

3.2 Professional and Business Information

Where relevant to our business activities, ENPRO may collect:

- Professional designation or role;
- Company and organisational information;
- Professional or business contact information;
- Project responsibilities;
- Information provided through business cards;
- Information relating to project stakeholders; and

- Other information reasonably necessary for the relevant business relationship.

3.3 Project and Site-Related Information

In connection with our projects, services and site activities, ENPRO may collect:

- Names and contact details of project representatives;
- Site contact information;
- Site access or attendance information;
- Information required for site coordination;
- Photographs taken during project or site activities, where applicable;
- Project-related correspondence and records; and
- Other information reasonably necessary for project administration and delivery.

Where identification information is required for site access, security, verification or other legitimate purposes, ENPRO may collect such information where permitted by applicable law.

3.4 Commercial and Transaction Information

Where applicable, ENPRO may process:

- Quotations and proposals;
- Purchase orders;
- Contracts and agreements;
- Invoices and billing information;
- Payment-related information;
- Banking information where required for business transactions;
- Records of products or services provided; and
- Other information relating to commercial transactions.

3.5 Website and Online Information

When you submit an enquiry or otherwise interact with our website, ENPRO may collect information such as:

- Name;
- Email address;
- Telephone number;
- Company or organisation details;
- Location, where provided;
- Subject or nature of your enquiry; and
- Information contained in your message, request or other submission.

ENPRO may also collect certain technical information when you access or use our website, depending on the technologies and functions implemented on the website. Such information may include your IP address, browser type, device information, operating system, date and time of access and other technical information relating to your use of the website.

3.6 Physical Security Information

Where applicable, ENPRO may collect:

- Visitor information;
- Site or premises access information;
- Vehicle registration information;
- Photographs;
- CCTV recordings; and
- Other information reasonably required for security, safety and access-control purposes.

4. HOW WE COLLECT PERSONAL DATA

ENPRO may collect personal data through lawful and appropriate means, including:

- Directly from you;
- When you contact us by telephone, email, WhatsApp or other communication channels;

- Through our website,online enquiry forms and other digital platforms;
- When you request information, quotations, proposals or other assistance;
- Through contracts, purchase orders and other business documents;
- During meetings, discussions and business communications;
- During project meetings, site visits, inspections and other project-related activities;
- From your employer, company or organisation where you act as its representative;
- From customers, project owners, consultants, engineers, contractors or other project stakeholders;
- From suppliers, business partners and other third parties with whom we have dealings;
- From our authorised service providers, agents and professional advisers; and
- From publicly available sources, where permitted by applicable law.

Where you provide ENPRO with Personal Data relating to another individual, you should ensure that you have the necessary authority or consent to provide such Personal Data to ENPRO and, where required by law, that the relevant individual has been informed of the collection, use and processing of such Personal Data.

5. PURPOSES FOR WHICH WE PROCESS PERSONAL DATA

ENPRO may collect, use and process personal data for purposes that are reasonably necessary for our business operations and dealings with you, including:

5.1 Enquiries and Communications

- Responding to enquiries, requests and communications;
- Providing information about our products and services;
- Communicating with customers, prospective customers and business contacts;
- Following up on enquiries and requests; and
- Maintaining records of business communications.

5.2 Quotations, Proposals and Business Transactions

- Understanding customer and project requirements;
- Preparing quotations and proposals;
- Preparing and responding to tenders;
- Processing purchase orders;
- Entering into and administering contracts and agreements;
- Processing invoices and payments;
- Managing commercial transactions; and
- Maintaining appropriate business records.

5.3 Project and Service Administration

- Planning and coordinating projects;
- Communicating with project owners and project stakeholders;
- Coordinating with engineers, consultants, contractors and suppliers;
- Arranging site visits and inspections;
- Coordinating project-related activities;
- Managing site access and attendance;
- Carrying out installation, testing, commissioning, maintenance or other services, where applicable;
- Preparing project documentation and reports; and
- Performing contractual and business obligations.

5.4 Supplier and Business Partner Management

- Evaluating and engaging suppliers, contractors and business partners;
- Managing supplier and contractor relationships;
- Communicating with authorised representatives;

- Managing procurement activities;
- Administering contracts and service arrangements; and
- Managing related business and operational requirements.

5.5 Financial and Administrative Purposes

- Managing accounts and financial records;
- Processing payments;
- Preparing invoices and other financial documents;
- Conducting accounting and auditing activities;
- Managing taxation and statutory requirements; and
- Performing other necessary administrative functions.

5.6 Security and Protection of Property

- Protecting our premises, personnel, property and information;
- Managing visitor and site access;
- Operating CCTV and other security measures;
- Preventing and detecting unauthorised access, fraud, misuse or other improper activities; and
- Investigating security or safety incidents.

5.7 Information Technology and System Administration

- Maintaining and administering our information technology systems;
- Managing information and cybersecurity;
- Controlling authorised access to systems and information;
- Monitoring system security and performance;
- Maintaining system records and backups; and

- Protecting the confidentiality, integrity and availability of information.

5.8 Legal, Regulatory and Compliance Purposes

- Complying with applicable laws and regulations;
- Complying with requirements of government authorities and regulatory bodies;
- Responding to lawful requests and enquiries from authorities;
- Conducting internal and external audits;
- Managing complaints, disputes and investigations;
- Establishing, exercising or defending legal rights and claims; and
- Obtaining legal, professional or other appropriate advice.

6. DISCLOSURE OF PERSONAL DATA

ENPRO will treat Personal Data with appropriate confidentiality and may disclose Personal Data where such disclosure is necessary for the purposes described in this Notice, where consent has been obtained where required, or where such disclosure is otherwise permitted or required by applicable law.

Depending on the nature of the relevant business activities, Personal Data may be disclosed to:

- ENPRO's directors, employees and authorised personnel;
- Customers and prospective customers;
- Project owners and project stakeholders;
- Engineers, consultants and professional advisers;
- Contractors and subcontractors;
- Suppliers and business partners;
- IT and technology service providers;
- Website and system service providers;
- Logistics and delivery service providers;
- Banks and financial institutions;

- Accountants, auditors and legal advisers;
- Insurance-related service providers, where applicable;
- Testing, inspection or certification bodies, where applicable;
- Government authorities and regulatory bodies;
- Law enforcement agencies, where required or permitted by law; and
- Other parties where such disclosure is necessary for legitimate business purposes or otherwise permitted or required by applicable law.

Where ENPRO engages third parties to process Personal Data on our behalf, ENPRO will take reasonable steps to ensure that such third parties are subject to appropriate confidentiality, security and personal data protection obligations and process Personal Data only for the purposes authorised by ENPRO.

7. CONSENT AND OTHER LAWFUL BASES FOR PROCESSING

Where consent is required under applicable law, ENPRO will obtain the appropriate consent before processing personal data for the relevant purpose.

Depending on the circumstances, ENPRO may also process Personal Data where such processing is otherwise permitted or required by applicable law, including where processing is necessary for:

- The performance of a contract or taking steps at your request prior to entering into a contract;
- Complying with legal or regulatory obligations applicable to ENPRO;
- Protecting the rights, property or safety of ENPRO or other individuals;
- Legitimate business and operational purposes; or
- Any other purposes permitted or required under applicable law.

Where processing is based on your consent, you may withdraw your consent at any time by contacting ENPRO using the contact details set out in Clause 5 of this Notice.

Please note that the withdrawal of consent will not affect the lawfulness of any processing carried out before such withdrawal. Where applicable, ENPRO may continue to retain or process your Personal Data where such retention or processing is permitted or required under applicable law.

8. ACCURACY OF PERSONAL DATA

ENPRO takes reasonable steps to ensure that Personal Data collected and processed by us is accurate, complete, not misleading and, where necessary, kept up to date.

You should inform ENPRO promptly if any Personal Data provided to us is inaccurate, incomplete, misleading or has changed.

You may request correction or updating of your Personal Data by contacting us using the contact details provided in Clause 5 of this Notice.

9. SECURITY OF PERSONAL DATA

ENPRO takes reasonable and appropriate technical, organisational and administrative measures to protect Personal Data against unauthorised or unlawful access, collect, use, disclosure, alteration, loss, destruction or other forms of unauthorised processing.

ENPRO also implements appropriate security features and access controls to prevent unauthorised access where possible.

Depending on the nature and circumstances of the processing, our security measures may include:

- Access controls and authorisation procedures;
- User authentication and password controls;
- IT, network and cybersecurity measures;
- Physical security measures;
- Confidentiality obligations;
- Employee awareness and training;
- Backup and data recovery measures;
- Secure storage and disposal procedures; and
- Other appropriate technical and organisational safeguards.

Access to Personal Data is limited to authorised persons who require such information for legitimate business purposes or for the performance of their duties.

While ENPRO takes reasonable measures to protect Personal Data, no method of electronic transmission, storage or processing can be guaranteed to be completely secure.

10. RETENTION OF PERSONAL DATA

ENPRO will retain Personal Data only for as long as reasonably necessary to fulfil the purposes for which it was collected, or for such period as may be required or permitted by applicable law.

The period for which Personal Data is retained may depend on:

- The nature and purpose of the personal data;
- The duration of the business relationship;
- Contractual obligations;
- Accounting, taxation and financial requirements;
- Legal and regulatory requirements;
- Audit and compliance requirements;
- The establishment, exercise or defence of legal claims; and
- Other legitimate business requirements.

When Personal Data is no longer required, ENPRO will take reasonable steps to securely delete, destroy or anonymise the Personal Data, where appropriate.

11. TRANSFER OF PERSONAL DATA OUTSIDE MALAYSIA

ENPRO conducts business with customers, suppliers and business partners across the Asia-Pacific region.

In the course of our business activities, Personal Data may, where necessary, be transferred to, disclosed to or accessed by authorised recipients located outside Malaysia.

Such transfers may occur in connection with:

- International customers and business partners;
- Overseas suppliers and service providers;
- Regional business activities;

- International technology or cloud service providers; and
- Other legitimate business activities.

Where Personal Data is transferred outside Malaysia, ENPRO will take reasonable steps to ensure that such transfer is carried out in accordance with applicable Malaysian personal data protection laws and requirements and ensure that the recipient located outside Malaysia provides a level of protection comparable to that required under the Personal Data Protection Act 2010 and applicable regulations.

12. WEBSITE, COOKIES AND ONLINE TECHNOLOGIES

ENPRO's website may collect Personal Data when you voluntarily submit information through our online enquiry or contact functions.

The website may also collect certain technical or usage information automatically, depending on the technologies implemented on the website.

Such information may include:

- IP address;
- Browser type;
- Device information;
- Operating system;
- Date and time of access;
- Pages visited; and
- Other technical or website usage information.

ENPRO may use cookies or similar technologies where necessary to operate, maintain, secure and improve our website.

You may configure your browser to manage or disable cookies. However, disabling certain cookies may affect the functionality or availability of certain website features.

ENPRO will update this Notice where necessary if the nature or scope of information collected through our website materially changes.

13. YOUR RIGHTS

Subject to applicable law and relevant exemptions, you may have rights in relation to your Personal Data held or processed by ENPRO, including the right to:

- Request access to Personal Data held by ENPRO about you;
- Request correction of any inaccurate, incomplete, misleading or outdated Personal Data;
- Withdraw your consent where the collection, use or processing of your Personal Data is based on consent;
- Limit processing of your Personal Data;
- Request information regarding the collection, use and processing of your Personal Data;
- Exercise such other rights as may be available under applicable personal data protection laws.

All requests should be submitted to ENPRO using the contact details set out in Clause 15 of this Notice. ENPRO may require reasonable verification of your identity before processing your request.

Your requests may be subject to applicable legal requirements, conditions, exemptions and any fees permitted by law.

14. PERSONAL DATA BREACHES

ENPRO recognises the importance of responding appropriately to actual or suspected personal data breaches.

ENPRO will maintain reasonable measures and procedures for identifying, assessing, managing and responding to personal data breaches.

A personal data breach may include unauthorised access to, collection, disclosure, loss, misuse, alteration or destruction of Personal Data.

Where required by applicable law or regulatory requirements, ENPRO will notify the relevant regulatory authority and/or affected individuals within the applicable timeframe and in the prescribed manner.

If you become aware of or reasonably suspect any unauthorised access, disclosure, loss or other compromise of Personal Data relating to you or otherwise held by ENPRO, you should notify us promptly using the contact details set out in Clause 15 of this Notice.

15. CONTACT US

If you have any questions, requests, complaints or concerns regarding this Notice or the manner in which ENPRO processes your Personal Data, please contact us at:

ENPRO TEKNOLOGI SDN BHD

ENPRO ENERGY SDN BHD

Head Office:

No. 7 & 7-1, Jalan Perdana 6/7A,
Pandan Perdana,
55300 Kuala Lumpur, Malaysia

Johor Branch Office:

No. 65, Jalan Bakawali 50,
Taman Johor Jaya,
81100 Johor Bahru, Johor, Malaysia

Email: inquiry@enpro.my

Telephone: +60 3-9202 8700

WhatsApp: +60 16-889 8795 (*WhatsApp only*)

ENPRO will take reasonable steps to review and respond to Personal Data-related enquiries and requests in accordance with applicable law.

16. CHANGES TO THIS NOTICE

ENPRO may revise or update this Notice from time to time to reflect changes in:

- Applicable laws and regulatory requirements;
- Regulatory guidance and standards;
- Our business activities;
- Our personal data processing practices;
- Information technology and security practices; or
- Other relevant circumstances.

Any revised version of this Notice will be published on ENPRO's website together with the updated "**Last Updated**" date.

Where required by applicable law, ENPRO will provide additional notice or obtain the necessary consent before implementing any material changes to the manner in which Personal Data is collected, used or processed.

17. THIRD PARTY WEBSITE

ENPRO's website may contain links to third-party websites or platforms.

ENPRO does not control and is not responsible for the content, privacy policies, data protection practices or security of such third-party websites or platforms.

You are advised to review the privacy notice and terms of use of the relevant third-party website or platform before providing any Personal Data.

18. GOVERNING LAW

This Notice shall be governed by and construed in accordance with the laws of Malaysia.

Effective Date : 10th August 2026

Last Updated : 10th August 2026
