

## **NOTICE AND CHOICE PRINCIPLE STATEMENT**

In line with the Personal Data Protection Act 2010 which has come into force on 15 November 2013 and also in our continuing efforts to ensure that your personal data is safe and secure, we therefore outline here how we handle personal data of your individual data that we collect and how you can control the disclosure of your personal data which is kept by us.

Please note that SESB shall reserve the right to amend this Notice from time to time. You are advised to check this Notice on a regular basis for all updates and changes.

### **PROVISION OF INFORMATION**

You have choice on the kind of information to disclose to us. However, there would be some mandatory information that we require in order to enable us to process your application and/or your tender application effectively and/or render our services to you. If somehow there is a failure to supply the necessary information that we need, please understand that we may then not be able to process your application and/or your tender application and/or offer our services to you.

### **TYPES OF INFORMATION**

Generally, we would collect personal details such as name, identity card number or passport number, age, date of birth, education, race, ethnic origins, contact details (address, telephone, handphone number, fax number and email address), family information, occupational details and other information collected through various methods which includes:-

- Personal data voluntarily/directly given by you by way of application forms, tender documents, agreements, surveys or promotional activities;
- Personal data available at public domain;
- Through transactions or affiliations with third parties which is related to SESB;
- SESB's website;
- Third party agencies such as law enforcement, regulatory or government entities.

## **WHY DO WE NEED YOUR PERSONAL DATA?**

Your personal data will be processed and used in our ordinary course of business which may include the following purposes:-

- Electricity supply application including but not limited to special tariff schemes and programmes offered by SESB;
- Job application for employee recruitment or training in SESB;
- Participating in our tender/procurement;
- Participating as our contractor or vendor;
- Identification verification;
- To provide services to you;
- Updating records;
- To communicate with you;
- Risk management and protection against fraud;
- To comply with regulatory and legal requirements;
- For the purpose of enquiries, investigations or enforcing legal rights and/or obtaining legal advice;
- For purposes specifically consented by you; and
- All other purposes in relation and incidental to the above.

## **DISCLOSURE OF YOUR PERSONAL DATA**

We will endeavour to keep your personal information confidential at all times. Disclosure to any third parties outside SESB is subject to the limit of your consent and/or to the extent permitted by laws, regulations and guidelines. Please note that we may disclose your information to divisions, departments, and/or units within SESB and to the following categories of parties for the purposes set out above of which the list will be updated from time to time (who may also subsequently process and disclose for those purposes set out above):-

- External service providers;
- Agent or contractors and/or their servants acting on our behalf or appointed by us to act on our behalf;
- SESB's entities and/or associates in and outside of Malaysia;
- To our professional consultants/advisors including engineers, legal advisors, accountants, auditors, insurers & brokers on a need to know basis for the purposes of providing their services/advices to us;

- Regulatory, government bodies or government authorities if required or authorised to do so to discharge any regulatory function under any law or in relation to any order or judgment of a court;

We will ensure that reasonable steps are taken by the above categories of parties to protect or maintain confidentiality of your information disclosed to them.

Your personal data will be stored in accordance to our filing procedures and in our system electronically.

## **ACCESSING YOUR INFORMATION**

You may visit any of SESB's branches or SESB's website if you wish to access, update or correct your personal data that is kept by us.

In accordance with the Personal Data Protection Act 2010, SESB has the right to impose administrative fee for such purpose.

## **INQUIRIES OR COMPLAINTS**

Should you have any queries, comments, concern or wish to lodge a complaint, you may contact us at:-

**The Chief Personal Data Officer**  
Sabah Electricity Sdn. Bhd.  
Wisma SESB,  
Jalan Tunku Abdul Rahman,  
88673 Kota Kinabalu, Sabah.

Tel: 088-282372

Fax: 088-282284

Email: [privacy.pdpa@sesb.com.my](mailto:privacy.pdpa@sesb.com.my)

Website: <http://www.sesb.com.my/>