SCA SOLUTIONS BERHAD

(Company. No: 202501047718 (1649126-A))
(Incorporated in Malaysia)

PRIVACY AND PERSONAL DATA PROTECTION POLICY

(Version: 1.0)
(Approved by the Board of Directors of the Company on 13 January 2026)

1. Introduction

1.1 This is the Privacy and Personal Data Protection Policy ("this Policy") of **SCA SOLUTIONS BERHAD** ("the Company") and its subsidiaries (collectively, "the Group") (hereinafter, us, our, or we).

1.2 This Policy governs the handling of personal information about individuals (including but not limited to customers, vendors, distributors, suppliers, service providers, joint venture/business partners, job applicants and employees) held by us. We are committed to processing your Personal Data in strict adherence to the Personal Data Protection Act 2010 ("PDPA"), inclusive of all relevant regulations, guidelines, orders and any subsequent statutory amendments or re-enactments thereof.

1.3 This Policy is to inform you of your rights in respect of your Personal Data that is being processed or that is to be collected and further processed by us and the purposes for the data processing. In light of the PDPA, we are committed to protecting and safeguarding your Personal Data.

1.4 By entering into any arrangement, agreement and/or contract with us, providing your Personal Data to us and/or continuing access to our website ("Site") at scasolutions.com.my, you declare that you have read and understood this Policy and agree to us processing your Personal Data in accordance with the manner as set out in this Policy.

1.5 We assume that all personal data provided by you is accurate, complete and not misleading. You agree to promptly inform us of any changes to your Personal Data. Additionally, if you have provided Personal Data relating to other individuals, such as your spouse, family members or any third parties, including minors, you confirm that you are authorised to provide their Personal Data to us. Furthermore, you assert that you have obtained their consent for the processing, disclosure and transfer of their Personal Data in accordance with this Policy.

1.6 We may vary or update this Policy from time to time, and in the Company's sole discretion. We encourage you to regularly check our corporate website for any changes to our Policy. Your continued use of this Site after any change in this Policy will constitute your acceptance of such change.

2. Collection of Personal Data

2.1 We collect your personal information/data ("Personal Data") in various ways either printed and/or electronic form through digital and/or mobile platforms and such Personal Data will be processed differently based on the type and service requested.

2.2 We may collect and hold Personal Data about you, that is, information that can identify you, including without limitation full name, postal and email address, other contact details, identification details, bank account information and other information relevant to providing you with the services you are seeking or in relation to your present/potential employment service or communication with you, as well as Sensitive Personal Data as defined under the PDPA, which we receive from you:

i. when you register your personal data via our corporate website and business website;

ii. when you complete purchase orders for our products or services (by way of phone call, in person, electronic mail or communication application);

iii. when you communicate with us directly via our sales and/or sales support personnel in relation to our products and services;

iv. when you participate in any workshops and marketing events held by us;

v. when you complete forms in relation to recruitment purposes, due diligence and credit assessment purposes.

2.3 Furthermore, we may receive, store and process your Personal Data provided or made available by third parties, credit reference bodies, and regulatory and law enforcement authorities for purposes such as delivering our products and/or services, fulfilling conditions of agreements, and complying with our legal and regulatory obligations.

3. Purpose of Collection of Personal Data

3.1 We may collect, use, disclose or process Personal Data in one or more of the following circumstances or for one or more of the following purposes (“Purposes”):

i. to provide products and/or services to you;

ii. for internal administrative purposes and internal record keeping;

iii. to communicate with you about information and/or updates on our products, services, upcoming promotions offered by us and/or events organised by us;

3. Purpose of Collection of Personal Data (Cont'd)

3.1 We may collect, use, disclose or process Personal Data in one or more of the following circumstances or for one or more of the following purposes ("Purposes") (Cont'd):

iv. to establish your identity and background as part of our due diligence practices;

v. to conduct credit reference checks to assess your creditworthiness, where necessary, in order to provide products and services to you;

vi. to carry out background checks as part of any recruitment process in connection with your application for employment with us;

vii. to respond to any queries, requests and/or complaints and resolve any issues and disputes which may arise in connection with any dealings with us;

viii. for internal/external audit and/or investigation purposes;

ix. to comply with our internal policies and procedures and legal and regulatory obligations in the conduct of our business;

x. to meet any applicable legal or regulatory requirements and to make disclosures as mandated by the requirements of any applicable law, regulation, direction, court order, by-law, guideline, circular, or code applicable to us.

3.2 In the event where Personal Data is requested by us, you have an option not to provide additional information requested therein other than the information which is indicated as necessary to facilitate the commercial transaction. If insufficient Personal Data is provided, we may not be able to provide you with the products and services and/or fulfil your request made to us for any of the Purposes above.

3.3 We will use and share your data for analytics and measurement purposes to understand how our products and services are used, to help improve the products and services we offer, to provide you with more personalised products and services and to provide you with a more seamless customer experience. This may involve analysing your choices and preferences regarding the products and services you purchased from us, as well as delivering targeted advertisements and promotional materials. Additionally, we process data regarding your interaction with advertisements to evaluate the effectiveness of different advertising campaigns.

4. Disclosure of Personal Information

4.1 We will not sell, rent, transfer or disclose any of your Personal Data to any third party without your consent. However, we may disclose your Personal Data to relevant third parties (in or outside Malaysia) as required under law, pursuant to relevant contractual or business relationships, our service providers, or for one or more of the above Purposes.

5. Consequences of Refusal or Failure to Supply

5.1 The refusal or failure to provide Personal Data may result in the following:

i. The inability to carry out the relevant agreement or transaction in relation to the sale of our products and/or services;

ii. The inability for us to provide you with the information, products and/or services requested; and/or

iii. The inability to provide you the information about our products and/or services and obtain your feedback on our products and/or services.

6. Security of Your Personal Information

6.1 We will take reasonable steps to protect any Personal Data that we receive from you from misuse and loss, as well as unauthorised access, modification or disclosure except for the Purposes. We may hold your information in either electronic or hard copy form or retain third parties to hold that information on our behalf. Where required by applicable laws, Personal Data will be destroyed or de-identified when no longer needed.

7. Accuracy Your Personal Information

7.1 You are responsible for ensuring that the Personal Data you provide to us is accurate, complete and not misleading and that such Personal Data is up to date.

7.2 You should promptly update us as at when such Personal Data provided earlier to us becomes inaccurate, incomplete, misleading, outdated or changes in any way whatsoever by contacting us at the contact details shown in Paragraph 10 below.

7.3 You acknowledge that the Personal Data provided to us and which we collect from you, is your own information or information that you are authorised to provide to us.

8. Access and Correction

8.1 Subject to the exception provided under PDPA, you have the right to request access to any Personal Data held by us at any time by contacting us *(in paragraph H.1. below)*. Where we hold information that you are entitled to access, we will endeavour to provide you with suitable means of accessing it (e.g. by emailing or mailing it to you).

8.2 If you believe that Personal Data we hold about you is incorrect, incomplete or inaccurate, then you may request the correction of it. We will consider if the information requires correction. If we do not agree that there are grounds for correction then we will add a note to the Personal Data stating that you disagree with it.

8.3 We reserve the right to impose a fee for access to your Personal Data in the amounts as permitted under the law. In respect of your right to access and/or correct your personal data, we have the right to refuse your request to access and/or make any correction to your personal data for the reasons permitted under the law.

8.4 In accordance with PDPA, and to the extent not limited by any other applicable law, we may refuse to comply with your request for access or correction to the Personal Data and give you a reason for our refusal.

9. Transfer of Personal Data Outside Malaysia

9.1 It may be necessary for us to transfer your Personal Data outside of Malaysia if any third parties, including our service providers or business partners who are involved in providing any services to us, are located or have processing facilities in countries outside of Malaysia. By providing your consent, you allow us to transfer your Personal Data outside Malaysia to such third parties for the Purposes outlined in Paragraph 3 above. We will take all necessary steps to ensure that these third parties are contractually bound to protect your Personal Data and can only process it under our instructions.

10. Contacting Us

10.1 If you have any questions about our Policy, or any concerns or a complaint regarding the treatment of your privacy by us, including but not limited to PDPA, please contact us at: -

Name	:	Ng Pei Chi
Designation	:	Senior PA cum HR Executive
Email	:	crystelle@sca.com.my
Telephone	:	603-77100071
Fax	:	603-77100081

11. Changes in Policy

11.1 We have the right to change this Policy at any time to comply with or be consistent with changes in applicable law and regulations as well as our business operations or policies. As such, you may wish to review any changes to this Policy on our website at scasolutions.com.my from time to time.

11.2 By continuing to engage with us in respect of our products and/or services or accessing our website after the issuance of such revision, you will be considered as having agreed to this Privacy Policy (as revised).

12. Disclaimer

12.1 This Policy shall not serve as a contract nor does it suggest any obligation on our part with another party. We shall not be liable for any voluntary disclosure of your Personal Data herein.