

Privacy Policy

GENERAL

This Privacy Policy (the “**Policy**”) explains the method for collection, use and disclosure of your personal information by Agensi Pekerjaan AMC Sdn Bhd (“**We**” or “**AMC**”) when using this website (“**Site**”) and method for handling of your personal information.

Agensi Pekerjaan AMC Sdn Bhd recognizes the importance of protecting the personal information collected from, and take reasonable steps to maintain the security, integrity and privacy of any information in accordance with this Policy.

Please read the following carefully to understand our views and practices regarding your personal information and how we will treat it. By visiting this Site you are accepting and consenting to the practices described in this Policy.

This policy shall apply when you interact with us, response to our advertisement/s for job application, register in any our events or participate in any activities in relation to our business function which your personal data may be required by us to be collected from you.

In this policy, the terms “we”, “us” and “our” refer to AMC, its affiliates, and subsidiaries as an entity which is collecting personal data from you or about you.

DATA COLLECTION

AMC uses your personal data to identify a natural person and we collect personal data about you, or any person related to you which are deem necessary to understand you in relation to your job application, position requirements, clients' specifications and related to our business operation.

By submission of your application or resume to us, you will be deem to have consented to the collecting, using, retaining and / or disclosing your personal information to prospective employers for their review and consideration.

Examples of personal data is not limited to the information required in application forms which may include and not limited to information such as your name, nationality, date of birth, gender, contact details, address, email address, telephone numbers etc, last four digit of your NRIC, FIN or passport number, employment history, health records, character references and testimonials, other declarations and your image on CCTV and in photographs.

If you provide the personal data of anyone else, it will be deem that you have obtained their consent to our collection, use and disclosure of their personal data for the purposes set out in this policy and/ or that you validly give us such consent on their behalf.

AMC shall seek your consent in the event of a reference check is to be conducted as requested by our client for the position you applied for.

By providing us with the information of your referees, it will be deem that you have obtained their consent to our collection, use and disclosure of his/her personal data for the purposes set out in this policy or that you validly give us such consent on their behalf.

The personal data which will be required as part of our business function and will be collected from you shall be for the following purpose not limiting to:

- Assessment, discussion and processing of your job application;
- Providing advisory and contacting you in relation of job application;

- Validation of references provided and conducting background checks;
- Assessing you for other job openings within our available job orders from our clients;
- Complying with our internal policies and procedures;
- Research purpose such as improving our processes, statistical analysis and policy development in relation to human resource management;
- Any other purposes relating to or arising out of the above

DATA DISCLOSURE

We may disclose the personal data collected from you or about you to third parties, whether located in Malaysia or elsewhere, in order to achieve the purposes stated in this policy. Such third parties include and is not limited to:

- Our service providers, contractors, agents, clients, HR partners etc.
- Regulatory authorities, any statutory bodies or public agencies for the purposes of complying with their respective requirements
- Medical Organization that conduct pre-employment medical examinations on you.

In addition to the data you provide, we may obtain from third parties further data relating to you which is relevant to your potential employment with or through us. In doing so, we may disclose your personal data to such third parties.

We may take photographs or make videos and/or sound recordings in and around our premises. You may be captured in such photographs and recordings and we may use such photographs and/or recordings in our publications, websites and other communication channels, as well as in third party media, or display them in and around our premises and/or the premises. CCTV is in operational around our premises for security purposes. We may also collect, use and disclose personal data where required or permitted by law for any purpose.

In order to achieve any of the purposes referred to above, we may need to transfer personal data outside Malaysia. In the event of such, we shall ensure that such personal data is protected to a standard comparable to the protection accorded to personal data under the Malaysia Personal Data Protection Act 2010 (“Act”). In summary, it shall be for the purpose of our business function not limiting to:

- Collection, use and/or disclosure of your personal data would be for the purpose(s) for which you have given consent;
- Security arrangements made to protect your personal data;
- Your personal data would be retained only if necessary for legal and business purposes;

Under other circumstances such as (a) when it is necessary to observe laws and ordinances, (b) when it is necessary to protect a person from death or serious bodily injury, (c) when it is necessary to prevent acts of fraud or abuse against you and AMC (d) when it is necessary to protect the ownership of AMC, (e) when an order is issued by the government or court, (f) when it is necessary to improve public health and promote the sound growth of healthcare, (g) when the information is used as statistical information in which personal information cannot be identified, (h) when the consent of users has been obtained, or (i) when AMC otherwise determines that the disclosure of information is reasonably necessary

RETENTION OF PERSONAL DATA

We retain personal data via a secure facility for a reasonable period in accordance with our legal and business purposes.

ACCESS TO AND CORRECTION OF PERSONAL DATA

If you wish to correct or have access to your personal data, please contact us at amcasiapacific@gmail.com. We may charge a reasonable fee for processing a request for access to personal data.

AMENDMENTS AND UPDATES

We reserve the rights to amend this policy and will make available the updated policy on our website. The latest version of the policy shall be in force at time of collection.

COOKIES

AMC may be providing, improving and protecting the Site by using Cookies and other technologies. For example, by using Cookies, it will be possible to store your subsequent access or understand the usage status of the Site. AMC is exerting efforts to improve the Site based on such. While you may refuse the use of Cookies based on your browser setting, your use of the Site may be restricted.

HOW TO CONTACT US

If you have questions or concerns regarding your personal data or any aspect of this policy, please contact us at amcasiapacific@gmail.com.

DISCLAIMER

We exercise due care in complying with the provisions of the Personal Data Protection Act however we cannot be held liable for any offences that are not committed by us directly or indirectly as a data intermediary. By providing us information, you agree that your application will constitute informed consent to the collection, use, and/or disclosure of personal data by AMC for its business purpose in compliance with the relevant provision of the Act.