



PRIVACY NOTICE

1. Introduction

Jingxing Malaysia Sdn. Bhd. (“Company”, “we”, “our”, or “us”) is committed to protecting and respecting your personal data in accordance with the Personal Data Protection Act 2010 (“PDPA”) of Malaysia, its regulations, guidelines and any applicable amendments, as well as other applicable data protection laws and industry best practices.

This Privacy Notice explains how we collect, use, disclose, process, store and protect your personal data when you interact with us, including but not limited to employment, vendor engagement, business dealings, website usage and any other forms of interaction.

By providing your personal data to us, you acknowledge that you have read and understood this Privacy Notice and consent to the processing of your personal data as described herein.

2. Scope of Application

This Privacy Notice applies to all individuals whose personal data is collected and processed by the Company, including but not limited to:

- Job applicants and employees (local and expatriate)
- Contractors, consultants, trainees and interns
- Vendors, suppliers, service providers and business partners
- Customers and prospective customers
- Visitors (physical and digital platforms)
- Government authorities and regulatory stakeholders (where applicable)

3. Types of Personal Data Collected

We may collect and process the following categories of personal data, including but not limited to:

3.1 Identification Data

- Name, nationality, identification / passport number
- Date of birth, gender, marital status

3.2 Contact Information

- Address, email, telephone number

3.3 Employment & Professional Data

- Resume, qualifications, certifications
- Employment history, references
- Performance records, disciplinary records
- Payroll, tax, EPF / SOCSO / EIS details

3.4 Financial Data

- Bank account details
- Salary information
- Billing and payment records

3.5 Technical & Digital Data

- IP address, cookies, browser type
- Website usage data, system logs

3.6 Business & Transaction Data

- Purchase orders, contracts, invoices
- Communication records with Company

3.7 Sensitive Personal Data (where applicable and legally permitted)

- Medical records (for employment/insurance purposes)
- Biometric data (for access control systems)
- Any other sensitive data required under law or operational necessity

4. Purposes of Processing Personal Data

Your personal data may be processed for the following purposes:

4.1 Employment & HR Administration

- Recruitment, selection, onboarding, and termination
- Payroll processing and statutory contributions
- Performance evaluation and career development
- Training and compliance programs

4.2 Business Operations

- Vendor and supplier management
- Procurement and contract execution
- Quality control and operational monitoring

4.3 Legal & Regulatory Compliance

- Compliance with Malaysian laws and regulations
- Immigration, tax, audit, and statutory reporting
- Industry compliance requirements

4.4 Communication & Customer Relations

- Responding to inquiries and feedback
- Business correspondence and service delivery

4.5 Security & Safety

- Access control and workplace security
- Fraud prevention and risk management
- Surveillance (CCTV monitoring where applicable)

4.6 Marketing & Corporate Communication (where consented)

- Updates, announcements, and promotional materials

5. Legal Basis for Processing

We process personal data based on one or more of the following legal grounds:

- Consent of the data subject
- Performance of a contract
- Compliance with legal obligations
- Legitimate interests of the Company (balanced against your rights)
- Protection of vital interests
- Any other lawful basis permitted under PDPA

6. Disclosure and Sharing of Personal Data

We may disclose your personal data to:

- Parent company, subsidiaries, affiliates, and related corporations (including overseas entities)
- Government agencies, regulatory bodies, and law enforcement authorities
- Auditors, legal advisors, consultants, and professional service providers
- Banks, insurers, and financial institutions
- IT service providers, cloud storage providers, and system administrators
- Contractors, vendors, and logistics partners

All third parties are required to maintain confidentiality and implement appropriate security measures.

7. Cross-Border Data Transfer

Your personal data may be transferred to and processed in jurisdictions outside Malaysia, including but not limited to the People's Republic of China or other operational regions of the Group.

Such transfers will be conducted in accordance with PDPA requirements, ensuring adequate levels of protection, contractual safeguards and data security controls.

8. Data Retention

We retain personal data only for as long as necessary to fulfil the purposes stated in this Privacy Notice, including:

- Legal and regulatory requirements
- Contractual obligations
- Operational and business needs

Upon expiry of retention periods, personal data will be securely deleted, anonymised or destroyed.

9. Data Security

We implement appropriate technical, administrative, and physical safeguards to protect personal data against:

- Unauthorized access or disclosure
- Loss, misuse or alteration
- Accidental or unlawful destruction

Security measures may include access controls, encryption, firewall protection, and internal data handling policies.

10. Data Subject Rights

Subject to applicable law, you may have the right to:

- Request access to your personal data
- Request correction or update of inaccurate data
- Withdraw consent (where processing is based on consent)
- Request limitation of processing (where applicable)
- Request deletion (subject to legal retention obligations)

Requests may be subject to verification and applicable administrative procedures.

11. Cookies and Website Usage

Our website may use cookies and similar tracking technologies to:

- Enhance user experience
- Analyse website traffic and usage patterns
- Improve system performance and security

You may configure your browser settings to reject cookies; however, some website functions may be affected.

12. Automated Processing and Profiling

Where applicable, we may use automated systems for:

- Recruitment screening
- Operational analytics
- Risk assessment and fraud detection

Such processing is designed to support business efficiency and does not solely determine significant decisions unless permitted by law.

13. Data Breach Notification

In the event of a personal data breach, we will:

- Take immediate remedial and containment actions
- Conduct internal investigations
- Notify affected individuals and authorities where required by law
- Implement corrective measures to prevent recurrence

14. Third-Party Responsibility

We are not responsible for the privacy practices of third-party websites or services linked to or from our platforms. Users are encouraged to review the privacy policies of such third parties independently.

15. Changes to Privacy Notice

We reserve the right to update or amend this Privacy Notice from time to time. Any updates will be published on our official communication channels and will take effect upon publication.

16. Contact Information

For any inquiries, complaints or requests relating to personal data, please contact:

Data Protection Officer (DPO)
Jingxing Holdings (M) Sdn Bhd

Address : No 2, Jalan Neutron 2, Taman Perindustrian Mahkota Utama, Banting,
42700 Kuala Langat, Selangor Darul Ehsan, Malaysia

Email : feedback@jingxing.com.my

Telephone : +603 3853 0018

17. Governing Law

This Privacy Notice shall be governed by and construed in accordance with the laws of Malaysia, including the Personal Data Protection Act 2010 and its amendments.

Effective Date : 1 April 2026

Revision No : 00

Approved By : Senior Management of Jingxing Holdings (M) Sdn Bhd