

Personal Data Protection Notice for the Jungheinrich online application process, onboarding process and maintenance of an employment relationship

Effective date: 10 September 2026
Last reviewed: 10 September 2026

This Personal Data Protection Notice (“**PDP Notice**”) applies in addition to our existing [Data Privacy Notice](#), in which we provide you with detailed information on the nature, scope and purpose for which personal data is used within our online offering or in areas not specifically related to job applications.

We, Jungheinrich Lift Truck Malaysia Sdn Bhd (No. 22A, Jalan Anggerik Mokara 31/47, Seksyen 31, 40460 Kota Kemuning, Shah Alam, Selangor, Malaysia), are the data controller responsible for the personal data described in this PDP Notice. We welcome your interest in working for our company and are pleased to receive your online application.

We process applicants', onboardees' and employees' personal data solely in compliance with the relevant data privacy provisions, including but not limited to Personal Data Protection Act 2010 (“PDPA”). This means that your personal data is processed only where processing is necessary for the performance of a contract with you, is legally required, or where you have given consent in accordance with section 6(1)(a) of the PDPA.

In this section, we will explain to you how we collect, use, disclose and otherwise process your personal data as part of a job application, onboarding and employment process – in accordance with the Notice and Choice Principle under Section 7 of the PDPA.

1. Data collection

We collect and store all data that you make available to us through your application. Therefore, when you apply online, we collect and process the below categories of personal data, if required and applicable:

For application purposes:

- Application information
 - Information about your application at Jungheinrich in the recruiting process (e.g. your CV, cover letter, photo, references, certificates and similar, etc.)
- Personal data
 - Personal demographic data (e.g. your name, first name, date of birth, place of birth, etc.)
 - Communication data (e.g. your addresses, phone number, email address, etc.)
- Any other voluntarily provided personal data

In addition, we collect and process data of the following categories connected to the job requisition, your application or your profile:

- Employment information
 - Organizational data (e.g. future department, position title, job categorization, etc.)
 - Compensation data (e.g. future gross salary, incentive information, bank account number, etc.)

In addition, for onboarding purposes of applicants who signed an employment contract:

- Personal data
 - Personal demographic data (e.g. your name, first name, NRIC number for Malaysian citizens/permanent residents or passport number for foreign nationals, date of birth, place of birth, etc.)
 - Communication data (e.g. your addresses, phone number, email address, etc.)

- Statutory registration numbers (e.g. your Employees Provident Fund (“EPF”/“KWSP”) number, Social Security Organisation (“SOCSO”/“PERKESO”) number, Employment Insurance System (“EIS”) number and income tax reference number, etc.)
- Any other voluntarily provided personal data
- Employment information
 - Organizational data (e.g. future department, position title, job categorization, etc.)
 - Compensation data (e.g. future gross salary, incentive information, bank account details, etc.)

In addition, in case an employment is established, for maintenance of the employment:

- Personal data
 - Personal demographic data (e.g. your name, first name, NRIC number for Malaysian citizens/permanent residents or passport number for foreign nationals, date of birth, place of birth, etc.)
 - Communication data (e.g. your addresses, phone number, email address, etc.)
 - Statutory registration numbers (e.g. your Employees Provident Fund (“EPF”/“KWSP”) number, Social Security Organisation (“SOCSO”/“PERKESO”) number, Employment Insurance System (“EIS”) number and income tax reference number, etc.)
- Any other voluntarily provided personal data
- Employment information
 - Organizational data (e.g. future department, position title, job categorization, etc.)
 - Compensation data (e.g. future gross salary, incentive information, bank account number, etc.)
- Information about dependents / other contacts
 - Personal data about your dependents (e.g. children, in case required, etc.)
 - Emergency contact (e.g. names, relationship, contact details, in case required, etc.)

Where you voluntarily provide sensitive personal data to us, including information relating to your health, medical fitness, disability, religious beliefs or biometric data, we may process such data for lawful employment-related purposes with your express consent or as otherwise permitted under the PDPA. You are responsible for ensuring that the personal data provided to us is accurate, complete and up to date and for notifying us of any changes.

If a position requires further collection of personal data, this will be clearly stated in the job advertisement.

If you apply through our job page, we may collect access information, for example the IP address of your access device. You can find more information about this in the Data Privacy Notice on our website.

2. Purpose of data processing and legal basis

We collect and process your personal data in order to carry out the recruitment process. The data you provide will be processed to handle your application and, in the event that an employment relationship is established, for the administration and maintenance of the employment relationship. This shall include processing your personal data to assess your suitability for employment, administer onboarding and employment contracts, process payroll and statutory contributions, comply with employment and workplace safety record-keeping obligations and administer employee benefits, insurance, leave and claims.

Your Data will not be processed for any other purpose without further notice to you, or where required, your further consent.

The legal basis for processing is Section 6 of the PDPA, including where you have provided your consent, unless processing falls within one of the exceptions recognised by the PDPA. Similarly, under Section 40 of the PDPA, we will only process your sensitive personal data with your explicit consent, unless an applicable exception applies. If consent is required for processing activity (e.g. for inclusion in our pool of applicants), we will obtain your consent before processing your personal data for such purposes. You may withdraw your consent at any time in accordance with the PDPA.

We may also process personal data where reasonably necessary for the establishment, exercise or defence of legal rights or claims in connection with the application process, employment relationship or any related dispute, investigation or proceeding. The legal basis is your consent under Section 6 of the PDPA and, where applicable, processing necessary for the performance of a contract, compliance with a legal obligation, or other applicable exceptions under Section 6(2) of the PDPA.

If an employment relationship is established between both parties, we can process the personal data already received from you for the purposes relating to the administration, management, implementation and termination of the employment relationship, including compliance with obligations and the exercise of rights under applicable employment, tax, social security, immigration, occupational safety and health and other applicable laws in Malaysia.

3. Disclosure of Personal Data

We only disclose your personal data in accordance with the Disclosure Principal under the PDPA, for the purposes set out in this PDP Notice or as otherwise required or permitted by law. Data is transferred to third parties only in line with legal requirements and only as set out in this PDP Notice.

Your data will be made available to the relevant employees of the Jungheinrich Group involved in the appropriate personnel selection process. The parties involved in the selection process may belong to other companies within the Jungheinrich Group. Consequently, your application data may be further disclosed within the Group.

Where we use subcontractors (e.g. external recruitment agencies) to provide our services, we take appropriate legal precautions and corresponding technical and organisational measures to protect personal data in accordance with the relevant statutory provisions.

SAP Deutschland SE & Co. KG ("SAP") provides Jungheinrich AG (Friedrich-Ebert-Damm 129, 22047 Hamburg, Germany – "Jungheinrich AG") with the application system for recruitment, onboarding and employee master data base and acts as Jungheinrich's processor in this regard. The employees of SAP will never access the applicant's personal data unless Jungheinrich AG has expressly authorised this in exceptional cases. All relevant employees of SAP are bound to confidentiality.

Jungheinrich AG administers and supports the mentioned application system and is to this extent a service provider (data processor) for its subsidiaries (data controllers), including us.

Personal data will also be disclosed to public authorities and/or law enforcement agencies if necessary for the above purposes, if required by law or where reasonably necessary for compliance, enforcement, investigation or the establishment, exercise or defence of legal rights or claims.

In the event that an employment relationship is established, the data is forwarded to internal or external processors solely in order to maintain the employment relationship.

Any further use or forwarding of your applicant data is excluded.

Your personal data may be transferred to and processed by Jungheinrich entities and service providers outside Malaysia. Reasonable steps will be taken to ensure that your personal data is afforded a comparable level of protection, including appropriate technical and organisational measures.

4. Data security

Your data will be transmitted in an encrypted manner and then stored in a database. Jungheinrich will save and process your data in accordance with the applicable data privacy regulations. Your data will always be kept confidential. All personal details that we collect and process as part of a job application are protected by technical and organisational methods against unauthorised access and manipulation.

In accordance with the Security Principle under the PDPA, we implement appropriate technical and organisational measures to protect your personal data against loss, misuse, unauthorised access,

disclosure, alteration or destruction. In the event of a personal data breach that causes or is likely to cause significant harm, we will notify the Personal Data Protection Commissioner and, where required, affected individuals, in accordance with the data breach notification obligation under the PDPA.

5. Retention (duration of processing)

In accordance with the Retention Principle under the PDPA, should no further action result from the application process, with no employment relationship being created, we will cease to retain or will delete your personal data once it is no longer necessary for the recruitment process or any legal, regulatory or legitimate business purpose, and in any event, no later than twelve (12) months after the conclusion of the recruitment process, unless a longer retention period is required or permitted by law.

In the event that an employment relationship is established, we will cease to retain, or delete, your personal data once it is no longer necessary for employment or other lawful purposes following the end of the employment relationship, subject to any longer retention period required under applicable employment, tax, limitation and other statutory record-keeping requirements.

6. Applicant pool

In the event that you applied for a specific position and this has already been filled or we also consider you to be even more suited to another position or you have submitted an unsolicited application, we may (with your consent) forward your application further within our Group in order that you may be considered for future application processes. This applies where you have chosen to make your profile visible to every Jungheinrich recruiter worldwide.

7. Deletion of data / withdrawal of consent

Should you withdraw your application, your data will be deleted immediately. You can delete your account at any time by your own. To do so, open your account and select "Settings via the "Options" menu item at the top right. Scroll down and then click the "Delete Profile" button.

If you wish to object to the collection, processing and use of your personal data within the scope of the consent given as part of the application process, please use the contact form [<https://www.jungheinrich.com.my/?fcid=551250555026>] or contact our Data Protection Officer.

8. Consent / data protection declaration

Data Protection declaration

By accepting our PDP Notice for the online application and onboarding process, you acknowledge that you have read and understood how we will process your personal data as described above.

Consent

If you have chosen to make your profile visible only to recruiters who manage positions for which you wish to apply, you agree to the following:

- Only persons authorised by Jungheinrich may process my personal data in order to assess me as a suitable candidate for the position I am currently applying for, as described in PDP Notice.

If you have decided to make your profile visible to every Jungheinrich recruiter worldwide, you agree to the following:

- Jungheinrich may share my personal data with other companies within the Jungheinrich Group in order to assess me as a suitable candidate for similar positions, now or in the future, as described in the PDP Notice.

You can change your privacy settings at any time or withdraw your consent to this processing at any time. Upon withdrawal, we will cease processing your personal data for the relevant purpose unless otherwise permitted or required by law. Please note that withdrawal of consent may affect our ability to process your application or continue with the recruitment process.

9. Your rights as the data subject

Under the PDPA, you have the following rights in relation to your personal data:

- To access personal data which we process and retain about you;
- To request the correction or updating of your personal data where it is inaccurate, incomplete or outdated;
- To withdraw your consent to the processing of your personal data, subject to any legal or contractual restrictions;
- To prevent the processing of your personal data where such processing is likely to cause damage or distress;
- To prevent the processing of your personal data for direct marketing purposes;
- To request the transfer of your personal data, subject to the requirements and limitations prescribed under applicable law (Right to Data Portability); and
- To lodge a complaint with the Personal Data Protection Commissioner if you believe that your rights under the PDPA have been infringed.

To exercise any of these rights, please contact Data Protection Officer using details in Section 10 below. Certain rights may be subject to limitations, exceptions or conditions prescribed under the PDPA.

If you have any concerns or complaints regarding our processing of your personal data, you may also contact the Personal Data Protection Commissioner directly at:

Jabatan Perlindungan Data Peribadi,
Aras 8, Galeria PjH, Jalan P4W, Persiaran Perdana, Presint 4,
Pusat Pentadbiran Kerajaan Persekutuan
62100 Putrajaya, Malaysia.
Email: [aduan\(at\)pdp.gov.my](mailto:aduan(at)pdp.gov.my)

Phone: 03-8861 4200

10. Questions about data privacy

If you have any questions about this PDP Notice or about how we handle your personal data, you can reach our data privacy officer via e-mail at malaysiadpo@jungheinrich.com.my or by post at "FAO the Data Protection Officer", Jungheinrich Lift Truck Malaysia Sdn Bhd No. 22A, Jalan Anggerik Mokara 31/47, Seksyen 31, 40460 Kota Kemuning, Shah Alam, Selangor, Malaysia.

Further information on data privacy at Jungheinrich can also be found on our homepage:

Malaysia: <https://www.jungheinrich.com.my/data-privacy-551280>

11. Amendments to this PDP Notice

We may update this PDP Notice from time to time to reflect changes in our practices or in applicable law. Any changes will be published on our homepage along with the updated date. You are encouraged to review this PDP Notice periodically.