



PETRONAS

# Annex: United Kingdom/ European

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# Annex A:

## United Kingdom/ European Appendix

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This Appendix applies if you are based in the EEA or UK during your interactions with us (other than solely for travel purposes).

It sets out the additional information that we are required to provide to you under UK and European Union ("EU") data protection law.

Under EU and UK law, we are required to inform you of the "lawful bases" on which we rely to process your personal data. Below, we set out the "lawful bases" that we use as the basis for our use of your personal data for each of the purposes mentioned in the main Privacy Statement. You can find an explanation of each of the grounds relied on below:

Processing activity	Lawful bases
Purpose for which we collect and use personal data	
To communicate effectively with you and conduct our business, including providing service and notifying you of changes to services	<ul style="list-style-type: none"><li>• Contract performance</li><li>• Legal obligation</li><li>• Legitimate interests (to enable us to perform our obligations and provide our services and to manage our relationship with you)</li></ul>
To assess your application for a role at PETRONAS	<ul style="list-style-type: none"><li>• To decide whether to enter into a contract with you</li><li>• Legal obligations</li><li>• Legitimate interests (to enable us to decide whether to appoint you, since it would be beneficial to PETRONAS to appoint someone for that role)</li></ul>
To provide you with marketing materials or to personalise our website and services	<ul style="list-style-type: none"><li>• Consent</li><li>• Legitimate interest (to keep you updated with news in relation to our products and services)</li></ul>

For research and development purposes	<ul style="list-style-type: none"> <li>• Legitimate interests (to allow us to improve our services)</li> </ul>
To carry out due diligence or KYC screening activities	<ul style="list-style-type: none"> <li>• Legal obligations</li> </ul>
To monitor certain activities and to ensure service quality, compliance with procedures and to combat fraud, and to process any payments related to your commercial transaction with us	<ul style="list-style-type: none"> <li>• Legal obligations</li> <li>• Legal claims</li> <li>• Legitimate interests (to ensure that the quality and legality of our services)</li> </ul>
To administer or re-organise PETRONAS and protect PETRONAS and our websites (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)	<ul style="list-style-type: none"> <li>• Legitimate interests (for running our business, provision of administration and IT services, network security, prevent fraud, and in the context of a proposed or actual business re-organisation or group restructuring exercise)</li> <li>• Legal obligations</li> </ul>
To ensure the physical security and safety of visitors to our offices	<ul style="list-style-type: none"> <li>• Legal obligations</li> <li>• Legitimate interests (to ensure that visitors are safe)</li> </ul>
In connection with legal or regulatory obligations	<ul style="list-style-type: none"> <li>• Legal obligations</li> </ul>

## How We Use Special Category Data

Under EU and UK data protection laws, Special Category Data has greater protections.

Typically for UK/EEA-resident individuals, we will use your Special Category Data in the following ways:

- We will use information about your health status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview or other meetings with you. We process this personal data in connection with our rights and obligations under employment, social security or social protection laws, or in compliance with our legal obligations;
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting. We process this personal data in connection with our rights and obligations under employment, social security or social protection laws, or in compliance with our legal obligations;
- We may request certain health data from you when visiting our offices in the event of a health crisis or disease outbreak. We process this personal data on the basis of your consent; and/or
- We may collect information about your criminal convictions history if we would like to offer you a position at PETRONAS. We carry out criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history, which may make you unsuitable for the role. In particular, we may carry out background checks when required by law or because the role requires a high degree of trust and integrity. We process this personal data for the following reasons:
  - Compliance with a legal obligation;
  - Our legitimate interest to ensure those engaged by PETRONAS are fit to serve and kept safe;
  - In connection with our rights and obligations under employment, social security or social protection laws; and/or
  - It is necessary for reasons of substantial public interest (such as detecting or preventing unlawful acts).

We have in place an appropriate policy document and safeguards, which we are required by law to maintain when processing such data.

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