

KAD INDEN BHPETROL – DATA PROTECTION NOTICE

This Data Protection Notice explains how Boustead Petroleum Marketing Sdn Bhd (“BHPETROL”) collects, uses and protects personal data in connection with the application, issuance and use of the **BHPETROL Inden Card (“Kad Inden”)** by the **Pelanggan** (*the government agency or department applying for and receiving the Inden Card*) and any authorised **Card User** or **Additional Cardholder**.

This Notice is to be read together with BHPETROL’s main Personal Data Protection Notice available at www.bhpetrol.com.my/privacy.html.

1. Types of Personal Data Collected

BHPETROL may collect and process the following categories of personal data for the Kad Inden programme:

- Name, designation and agency/department details of the Pelanggan’s authorised officers
- Name and details of the **Card User** or **Additional Cardholder**
- Work-related contact information (email address, office/mobile number)
- Vehicle registration number endorsed on the Kad Inden
- Kad Inden usage records (date, time, station location, product type, volume, transaction amount)
- Login information for the Kad Inden portal (if applicable)
- Any supporting documents submitted by the Pelanggan for verification or card issuance

2. Purpose of Processing

Personal data is processed for purposes relating to:

1. Verification, issuance, activation and administration of the Kad Inden
2. Management of authorised Card Users and Additional Cardholders
3. Transaction validation and reconciliation for government billing, including processes involving the Accountant General’s Department or other authorised government bodies
4. Security monitoring, misuse prevention and fraud detection
5. Maintenance, operation and technical support of the Kad Inden system
6. Communication with the Pelanggan on Kad Inden matters (e.g., system notices, usage instructions, recalls, suspensions, policy or procedural updates)
7. Compliance with relevant Malaysian laws, regulations, directives or audit requirements

Personal data collected for the Kad Inden is not used for marketing or promotional activities.

3. Disclosure of Personal Data

Personal data may be disclosed on a need-to-know basis to:

- Government agencies or departments involved in the Kad Inden usage or administration
- The Accountant General’s Department of Malaysia or authorised government payment processors
- BHPETROL’s appointed IT service providers, system vendors or technical contractors

- Station operators for transaction verification
- Regulatory authorities, enforcement bodies or other government authorities as required by law
- External auditors, legal advisers or compliance reviewers when necessary

BHPETROL does **not** sell or share Kad Inden personal data with any third party for marketing purposes.

4. Data Retention

Personal data will be retained for the duration required to fulfil the purposes set out above or as required under applicable laws, audit regulations or BHPETROL's internal data retention policies.

5. Data Security

BHPETROL implements reasonable administrative, technical and physical safeguards to protect personal data from unauthorised access, misuse or disclosure. Access is restricted to authorised personnel.

6. Rights of Pelanggan and Card Users

Subject to the Personal Data Protection Act 2010 (PDPA), the Pelanggan, Card Users and Additional Cardholders may request:

- Access to their personal data
- Correction of inaccurate or incomplete personal data
- Clarification on BHPETROL's processing of their personal data

Such requests or enquiries may be directed to:

Boustead Petroleum Marketing Sdn Bhd

Attn: **Data Privacy Enquiries**

Insert contact point

7. Acknowledgement

By applying for, receiving or using the Kad Inden BHPETROL, the Pelanggan, Card Users and Additional Cardholders acknowledge that they have read, understood and accepted this Data Protection Notice and consent to the processing of their personal data as described above.