

# SIRIM

## DATA GOVERNANCE POLICY



### Policy Statement

SIRIM recognises data as a valuable business asset and is committed to managing data responsibly in ensuring that sound decisions are made using quality data essential for informed decision-making.

Data governance at SIRIM aligns with our business strategy by ensuring access to accurate, reliable data, driving innovation and fostering trust with stakeholders.

The purpose of this policy is to establish a framework for the effective management, protection and responsible use of data as a strategic asset while upholding high standards for data privacy.

This policy aims to ensure data quality, security, integrity, accessibility, utilisation of and alignment with organisational goals and applicable regulations related to data governance.

### Objectives of the Policy

1. To uphold stringent standards for data management to ensure its integrity, security, and compliance with applicable laws, regulations, established data guidelines and industry standards;
2. To establish accountability, ownership and ethical responsibility for data management and usage;
3. To prioritise data privacy and uphold stakeholder trust;
4. To protect data from unauthorised access, breaches and misuse; and
5. To enable data-driven decision-making across SIRIM.

### Scope of the Policy

This policy applies to:

1. All data, collected, stored, processed, and/or disseminated by SIRIM;
2. All data types, including structured, unstructured and semi-structured data;
3. Any other data deemed critical to SIRIM;
4. All employees, contractors, vendors and authorised individuals who access, handle or manage organisational data for and on behalf of SIRIM;
5. All technological systems, applications, platforms, and technologies used for data creation, storage, processing, analysis, and sharing; and
6. The entire lifecycle of data, from creation/acquisition and storage to archival/ disposal.

### Our Commitment

1. We ensure compliance with all applicable legal, regulatory, organisational policies and industry requirements related to data governance, management and protection;
2. We implement robust data management practices to ensure accuracy, consistency and reliability of data across SIRIM;
3. We establish clear roles and responsibilities for data management and governance to ensure effective oversight and execution;
4. We use data responsibly and ethically, respecting privacy and confidentiality;
5. We safeguard data privacy and security, employing comprehensive controls to protect data from unauthorised access, breaches, threats misuse or loss;
6. We empower staff through regular training and resources to uphold high standards in data handling, privacy, and security;
7. We continually improve our data governance practices through periodic reviews and updates to the policy and processes;
8. We maintain transparency and accountability in our data management practices and usage, communicating data governance standards and practices clearly to stakeholders; and
9. We efficiently manage data throughout its lifecycle - from creation and storage to archival and disposal, while ensuring its value and security.

**SIRIM reserves the right to review and revise the policy for its continued suitability and when deemed necessary.**

By Order of,

**NIK SAZALI BIN NIK HUSSIN**  
Acting President and Group Chief Executive Officer  
SIRIM Berhad  
01 August 2025