

FOR PERSONNEL

4.2.1. Types of personal data collected

4.2.2.1. Personal Data of Candidates applying for job positions at the Company:

(a) Basic Personal Data:

- Contact and identification information such as full name, email address, ID document number, address, phone number, date of birth, gender, marital status, and family relationships.
- Educational background and work experience, professional qualifications, skills, work history, and other information stated in the candidate information form.
- Other Personal Data voluntarily provided by the candidate during the recruitment process.

(b) Sensitive Personal Data:

- Images of ID cards, Citizen Identification Cards, or passports.
- Health information such as height, weight, medical history, and health-classification conclusions.
- Ethnic origin and religion.
- Information on salary and income at the most recent workplace.

4.2.2.2. Personal Data of employees, interns, and collaborators of the Company

(a) Basic Personal Data:

- Contact and identification information such as full name, personnel code/internal identification code, date of birth, gender, nationality, residential/contact address, work email, phone number, personal photographs (ID photo, profile photo), emergency-contact information, and beneficiary information (if applicable).
- Legal and identification information: Citizen Identification Card/ID card/passport number; tax code; social insurance and health insurance number; residency status; work permit, visa; information relating to foreign employees (if any).
- Professional and employment information: Job title; position; start and end dates of the employment relationship; offer letter; labor contract/probation contract; work history.
- Recruitment records and qualifications: Curriculum vitae; application records; educational and professional qualifications; degrees and certificates; identity-verification information.
- Human resources management information: Performance evaluation; commendation; discipline; working hours; overtime; annual leave, sick leave, maternity leave, and other types of leave.
- Financial, income, and benefits information: Insurance; other benefits and entitlements arising from the employment or contractual relationship.
- Family and dependent information (if applicable): Full name, date of birth, and contact information of spouse, children, and dependents; information used for tax, insurance, and benefit purposes.

- Training and development: Internal training records; training certificates and results; skills-development information and career path.
- Information relating to operations and internal management: Work-related travel information; personal vehicle information (e.g., license plate number); access-control data and employee badge data (to the extent necessary); data on the use of information-technology systems, work email, and work schedules; system access logs; image, video, and audio/video recording data at the workplace used for security, safety, training, or internal-management purposes.

(b) Sensitive Personal Data

- Salary, wages, bonuses, and allowances; personal income tax information.
- Images of ID cards, Citizen Identification Cards, or passports.
- Bank account information used for the payment of salary, wages, bonuses, allowances, and benefits.
- Biometric data: Facial recognition data and other biometric data (where the data subject registers for or consents to its use).
- Financial, credit, and transaction information: Information related to contracts, transactions, financing, guarantees, or loans (including financial and credit information); bank account information and payment information (including financial transaction information).
- Judicial record (where required by law or by the nature of the job).
- Health information, medical condition, and health classification.
- Identifiable audio/video recording data: Data from audio/video recordings made at the workplace, to the extent it may be used for identification, for the purposes of personnel management, work management, and compliance with relevant legal regulations.

4.2.2. Legal basis for processing Personal Data and purposes of processing Personal Data

4.2.2.1. Based on the consent of the Data Subject:

- For Applicants: for recruitment into employment positions at the Company (receiving applications, assessing suitability, making recruitment decisions, and related activities);
- For Applicants, employees, interns, and collaborators: notifying and contacting them about other future job opportunities.
- Other cases where the consent of the Data Subject has been obtained.

4.2.2.2. To carry out other purposes for which the law permits the processing of Personal Data without the consent of the Data Subject, including:

(a) To perform the labor contract and other agreements between the Data Subject and the Company (employee/intern/collaborator)

- Establishing, maintaining, managing, and terminating the employment, contractual, or cooperative relationship.
- Adjusting job assignments and working conditions.
- Paying salary and wages, and implementing benefits, insurance, and other entitlements.

- Managing and evaluating work performance, and providing training and personnel development.
- Organizing and managing the working environment, and supporting work activities and internal operations.

(b) To fulfil the Company's legal obligations

- Preparing, maintaining, and retaining personnel records required by law.
- Fully complying with legal regulations on labor, occupational safety and hygiene, wages, working hours, tax, social insurance, gender equality, management of foreign employees, reporting obligations, and other related regulations.
- Complying with requests and decisions of competent authorities.

(c) To protect the legitimate and lawful rights and interests of the Data Subject and/or the Company

- Ensuring security, safety, and order at the workplace; protecting the lawful rights and interests of Personnel, the Company, and other related parties.
- Preventing, investigating, detecting, deterring, and handling crimes; mitigating legal risks; and resolving disputes and complaints relating to Personnel and the Company.
- Ensuring health, handling incidents, and protecting the lawful rights and interests of Personnel at the workplace.

(d) To respond emergency situations.

The processing of Personal Data under this section includes the transfer of Personal Data to a Personal Data Processor or to third parties (e.g., subcontractors) in order to carry out the purposes stated above.

In the course of its business operations, the Company may undertake forms of corporate reorganization, including but not limited to restructuring, division, separation, merger, or consolidation. In such cases, Personal Data and the rights to use related information may be transferred and/or continue to be processed to support the activities mentioned above, provided that no new data-processing purpose arises beyond those set out in Section 4.2.2.2 of this Policy.