

Security and Privacy Notice for Candidates

1. Objective

- 1.1. This Security and Privacy Notice (“Notice”) clarifies how MSIG Insurance (Vietnam) Co., Ltd (collectively “MSIG Vietnam”, “we”, “us”, or “our”) processes and protects personal data of candidates looking to apply for employment/training/work service opportunities at MSIG Vietnam (collectively “Candidate(s)”, “you”, or “your”) in accordance with the internal regulations and applicable laws.
- 1.2. This Notice provides information about the types of personal data that MSIG Vietnam processes, the purposes of the processing and how the data processing takes place, as well as informs the Candidates of the rights and responsibilities relating to personal data.

2. Definitions

- 2.1. **“Personal Data”** refers to any information that is expressed in the form of symbols, letters, numbers, images, sounds, or similar forms in the electronic environment that is associated with a particular natural person or helps to identify a particular natural person. Personal data includes basic personal data and sensitive personal data.
- 2.2. **“Personal Data processing”** refers to one or multiple activities that impact personal data, including collection, recording, analysis, confirmation, storage, rectification, disclosure, combination, access, traceability, retrieval, encryption, decryption, copying, sharing, transmission, provision, transfer, deletion, destruction, or other relevant activities.
- 2.3. **“Consent”** of a data subject refers to an act in which the data subject permits the processing of his/her personal data in a clear, voluntary, and affirmative manner. For Candidates, consent is obtained via the Consent Confirmation in Appendix A of this Notice.

For further clarification, terms not explained in this Notice shall be construed and applied in accordance with Decree No. 13/2023/ND-CP on personal data protection as amended and supplemented from time to time (“PDPD”).

3. Processing Candidates’ Personal Data

3.1. Purposes of processing

MSIG Vietnam may process Personal Data of Candidates for the following purposes (“Purposes”). Please note that the list below is non-exhaustive, and may be amended from time to time by MSIG Vietnam.

Purposes	Processing activities for fulfilling Purposes
Recruitment	<ul style="list-style-type: none">To notify, and contact the Candidate about the recruitment progress and offer future employment opportunities (if necessary)To interview, assess, and make decisions about the selection/non-selection of the CandidateTo prepare and sign related documents, such as offer letter, labor or training/work service contracts or similar and supporting documents (if applicable) in case such Candidate is selected



Security and Privacy Notice for Candidates

Purposes	Processing activities for fulfilling Purposes
Performing internal activities	<ul style="list-style-type: none">• To investigate and handle violations, frauds, complaints, and denunciations relating to the recruitment process• To perform internal reporting, statistics forms, and analysis
Performing legal obligations	<ul style="list-style-type: none">• To perform legal obligations and support legal claims (if any)• To perform activities which are required or permitted by applicable laws

3.2. Types of Personal Data processed

MSIG Vietnam may process your Personal Data as per the following categories, including basic Personal Data and sensitive Personal Data:

- a) Basic Personal Data: family name, middle name, first name as stated in the birth certificate, other names (if any); date of birth; gender; place of birth, place of birth registration, place of permanent residence, place of temporary residence, place of current residence, hometown, contact address; nationality; images; phone number, people's identity card number, personal identification number, passport number, driver's license number, license plate number, personal tax identification number, social insurance number, health insurance card number; marital status; individual's family relationships (parents, children); information on personal digital accounts; personal data that reflects activities, history of activities in cyberspace, other information associated with or helps to identify you (except for the sensitive ones), including but not limited to: signatures (including electronic signatures, digital signatures) and writing, email address, insurance contribution, history and content of communications and exchanges between you and us, work experience, educational background, salary history, professional experience and skills, information about work-related degrees, certificates, professional license number, etc.
- b) Sensitive Personal Data: information on health conditions, excluding information of blood type; other personal data that are regarded by law as specific and require necessary security measures.

3.3. Sources of Personal Data, location and methods of processing

- a) Sources from which MSIG Vietnam collects your Personal Data: MSIG Vietnam normally collects your Personal Data directly from you when you contact and provide us with your job application dossiers. We may also collect your Personal Data from other persons, such as our employees who refer you to MSIG Vietnam, and relevant parties, such as vendors providing services relating to headhunting and/or evaluating Candidates, recruitment agencies, and/or other online sources (web page, forums,...) etc.
- b) Location of processing: We may process your Personal Data in Vietnam or in a location outside the territory of Vietnam. In the latter case, we will ensure that appropriate safeguards, as required by applicable laws, are put in place prior to the transfer of data.

Security and Privacy Notice for Candidates

- c) Methods of processing: We may, directly, or indirectly via our Personal Data Processors, use various methods such as manual, mechanical, and automatic processing to process your Personal Data.

3.4. Recipients to which MSIG Vietnam may transfer Personal Data

Depending on specific circumstances and Purposes set out above, MSIG Vietnam may transfer your Personal Data to:

- a) Our related or affiliated companies in the MS&AD Insurance Group, and our parent company;
- b) Our vendors providing services relating to recruitment, i.e. headhunting and evaluating Candidates, medical checkups;
- c) Our external consultants and experts in various fields, such as finance, law, human resources, etc;
- d) Law enforcement or government agencies in accordance with applicable laws.

Your Personal Data is only shared with the aforementioned relevant parties with your consent or where permitted by laws; and is guaranteed to be processed and protected at a level not lower than that set forth in this Notice.

3.5. Unwanted consequences and damage

MSIG Vietnam adopts a variety of safeguards that are necessary and appropriate to protect your Personal Data from violations, unwanted consequences or damage, including managerial, organizational, technical, and legal measures.

However, due to internal and external influences, no data can be guaranteed to be 100% secure. The potential and unwanted consequences, and damage to personal data may include:

- o Loss of Personal Data
- o Illegal sharing of Personal Data
- o Inaccurate data leading to inappropriate provision of the respective products or services or the data subject rights
- o Data subjects can become victims of phishing attacks, identity theft, etc.

MSIG Vietnam always endeavors to protect your Personal Data and the above incidents are not what we want. In the event of such incidents, we will handle them in accordance with the law.

3.6. Retention of Personal Data

The commencement of the processing is when we collect your Personal Data and the end depends on specific circumstances as follows: (i) For an unsuccessful Candidate, MSIG Vietnam will retain your Personal Data for 04 years after the end of your recruitment process or until receipt of your request for deletion/destroy; (ii) For a successful Candidate, your Personal Data will be retained in accordance with the internal regulations for staffs of MSIG Vietnam.

Security and Privacy Notice for Candidates

When we do not have any legal basis for retaining your Personal Data, we shall delete/ irrecoverably delete/ destroy such data in a secure manner. Otherwise, we shall delete, or irrecoverably delete, or destroy your personal data in accordance with the requirements of applicable laws and the competent agencies.

4. Rights, obligations of Candidates as data subjects, and commitments of MSIG Vietnam

4.1. Rights of Candidates

Unless otherwise provided by laws, as a data subject, Candidates are entitled to be informed of the processing of Personal Data and to consent and withdraw the consent for such processing. Candidates also have the right to request access, provision, rectification, and deletion of Personal Data, as well as restriction or objection to our Personal Data processing and other statutory rights such as to complain, denounce and/or initiate lawsuits; to claim damages and to self-defense.

Please note that:

- Your rights may be restricted by laws. We will then rely on the provisions of applicable laws to enforce the processing of your Personal Data.
- We will verify the requests coming from you or your legally authorized person. Unreasonable, unlawful requests will be denied, in which case we will provide you with the reason for the denial within a reasonable time unless a response time period is required by law.
- Risks and negative effects may arise from the act of not providing Personal Data, or the exercise of your rights, such as withdrawing consent or restricting, or objecting to our processing of Personal Data (*i.e. we can not continue your recruitment process*).

4.2. Obligations of Candidates

As a data subject and a Candidate, you are also required to (i) respect and protect others' Personal Data; (ii) provide us with adequate and appropriate Personal Data; (iii) ensure the rights of MSIG Vietnam to lawfully process the Personal Data of other data subjects that was provided to us by you; and (iv) follow laws regulation on personal data protection.

4.3. Commitments of MSIG Vietnam with respect to Personal Data

- a) MSIG Vietnam will only process Personal Data based on your consent, unless otherwise provided by applicable laws (for example, to protect the life, and health of you or others; to perform your contractual obligations to us, etc.).
- b) Your Personal Data is processed and protected in accordance with the regulations, commitments of MSIG Vietnam, and the applicable laws.

Security and Privacy Notice for Candidates

- c) In the process of processing your Personal Data, we will adhere to the following principles: (i) Lawfulness; (ii) Transparency; (iii) Purpose Limitation; (iv) Data Minimization; (v) Accuracy; (vi) Storage limitation; (vii) Confidentiality and Integrity; and (viii) Accountability.

5. Contact Information

Candidates can contact MSIG Vietnam's Personal Data Protection function to exercise the rights of the data subject and to make any complaints or inquiries or resolve any issues regarding this Notice or your Personal Data.

Contact details:

- o Personal Data Protection function: Risk Management Division
- o Address: MSIG Vietnam, 10 Floor, CornerStone Building, 16 Phan Chu Trinh, Hoan Kiem, Ha Noi, Vietnam
- o Tel: 84 24 3936 9188 (Ext 127);
- o Email: service@vn.msig-asia.com

6. Amendment and Effectiveness

- 6.1. We reserve the right to amend, update or modify this Notice at any time by publishing on our website or send notice to you by any other applicable methods, in accordance with the requirements of our operations and/or applicable laws.
- 6.2. This Notice is considered as a Notice of Processing of Personal Data in accordance with the PDPD. To the extent permitted by laws, this Notice, when confirmed by you is also considered to constitute valid consent and a lawful basis for MSIG Vietnam to process your Personal Data.
- 6.3. The latest version shall take effect after seven (07) days from the date of publication (25/09/2023).
- 6.4. Issues that are not stated in this Notice shall be resolved in accordance with applicable laws and other policies, documents issued by MSIG Vietnam, or agreements between us and relevant parties. If any provisions in this Notice are unlawful or inconsistent with the laws, the applicable laws shall prevail.

Ha Noi, 25th September 2023

MSIG Insurance (Vietnam) Company Limited



[Sign and seal]

GENERAL DIRECTOR
KUZUNO KATSUMI

Security and Privacy Notice for Candidates



Appendix A – Consent Confirmation

MSIG

Consent Confirmation of Candidate

I, hereby, confirm that I have read and fully understood all the content relating to the processing of my Personal Data by MSIG Vietnam during my recruitment process, including but not limited to: types of Personal Data processed, Purposes of processing, location, and methods of processing, entities entitled to process Personal Data, potential and unwanted consequences and/or damage, starting time and ending time of the processing, my rights and obligations, etc.

I undertake to be responsible for the Personal Data that I provide, whether directly or indirectly, to MSIG Vietnam and warrant that such Personal Data is complete, accurate, and lawful. For Personal Data of my business or personal references, whom MSIG Vietnam can contact to evaluate my capabilities and suitability for employment, I guarantee to have a lawful basis to provide MSIG Vietnam with such Personal Data for serving the aforementioned Purposes.

I consent to MSIG Vietnam processing my Personal Data for Purposes (with the aforementioned details) stated in the Security and Privacy Notice for Candidates.

The consent according to this document shall be valid to such Personal Data provided to MSIG Vietnam/obtained by MSIG Vietnam before the date of execution of this document (if any). MSIG Vietnam is entitled to continue to process my Personal Data in accordance with the aforementioned Purposes and the applicable laws.

Name :

Date of Birth :

Nationality:

ID number (for Vietnamese candidate) :

Passport number (for foreign candidate) :

Date :

Signature :