

Vietnam Privacy Notice

For Job Applicants

YOUR PRIVACY IS IMPORTANT TO US

In this privacy notice (“Notice”), “we”, “us”, “our” or the “Bank” means DBS Bank Ltd.- Ho Chi Minh City and DBS Bank Ltd. – Hanoi Rep Office. “You”, “your” or “yours” means the persons to whom this Notice applies and “DBS” or “DBS Group” means our parent bank - DBS Bank Ltd., and its related corporations, affiliates and branches.

The security of your personal data is important to us. The Bank has safeguards in place to protect the personal data stored with us. This Notice describes how we may collect, use, disclose, process and manage your personal data when you apply for a position at the Bank. In this regard and under the context of the personal data protection regulations, you as an applicant will be regarded as a data subject and we will hold the role as Data Controller-cum-processor to your personal data, directly determining the purposes and carrying out the processing activities necessary to assess your employment opportunities with the Bank.

The Notice is made in bilingual, Vietnamese and English. In the event of any inconsistency between two versions of this Notice, the English version shall prevail.

I. WHAT PERSONAL DATA WE COLLECT

We define “Personal data” as any information that is expressed in the form of symbol, text, digit, image, sound or in similar forms in any environments that is associated with a particular natural person or helps identify a natural person. Personal data can be collected from various sources and processed by us. As an applicant, you are responsible for ensuring the accuracy and completeness of the personal data you submit to us during your application. Your personal data is classified into 2 categories as basic and sensitive personal data, with the items in each category listed for reference below:

Basic personal data

- full name;
- gender;
- date of birth;
- phone number;
- position applied for;
- permanent address and temporary address;
- identification number;
- passport number;
- personal email address;
- marital status;
- educational background;
- academic history and employment history;
- work experience;
- salary;

- family relationship details (including full name, age, occupation, workplace, and relationship to the applicant);
- academic degrees;
- DBS Career credentials;
- signature(s);
- other information provided by you or recorded in the applicant's documents and application materials that classified as basic personal data under applicable personal data protection law.

Sensitive personal data

We do not proactively request sensitive personal data from applicants. However, certain information you provide, or details contained in your application materials, may be classified as sensitive personal data under applicable personal data protection law (for example, information regarding religion, health status or criminal history). We encourage you to carefully review your submissions and avoid including such sensitive information.

The processing of sensitive personal data will only be undertaken where and to the extent it is necessary for a lawful purpose in connection with assessing your suitability for a position at the Bank.

Sources of personal data

We may collect your personal data from various sources, including:

- information you provide or contain in your application when applying for a position through the DBS career portal at <https://dbs.taleo.net/careersection>;
- information provided by a referrer who is or was an employee of the Bank when they refer you for a position.
- information sent by you to the emails managed by HR department.

II. WHY WE PROCESS YOUR PERSONAL DATA

We will not process your personal data without a valid legal basis. Accordingly, we will only process your personal data where:

- we have obtained your prior consent for the purposes of processing; and/or
- the processing is otherwise permitted or required by applicable law.

For assessing your suitability and recruiting you for a position at the Bank

The purpose of processing your personal data is to assess your suitability and recruiting you for a position at the Bank. The legal basis for such processing is your consent. The processing purposes include:

- verifying your identity and the accuracy of information in the recruitment documents, which may include sharing your personal data with a background check service provider or contacting you directly to verify the information;
- assess your suitability for the position by contact and further discussions with you;
- scheduling and conducting interviews with you;
- notifying you of the interview results;

- if you are a qualified candidate, request further information from you to prepare for signing an offer letter or employment contract with the Bank; and

For storing your information for consideration for other positions at the Bank

The purpose of processing your personal data is to retain your profile for future recruitment opportunities at the Bank. The legal basis for such processing is your consent. The processing activities include:

- storing your information for consideration for other positions at the Bank in the future.
- reviewing your profile against future job openings;
- contacting you to confirm continued interest and to update your information where relevant.

Other purposes as permitted or required by law

In addition to the above purposes, we may also process your personal data where the law requires or permits such processing without your prior consent. As stipulated under Article 19.1 of the Law on Personal Data Protection, the following purposes are included:

- To protect the life, health, honor, dignity, rights, and lawful interests of you or others in urgent circumstances;
- To protect the legitimate rights or interests of oneself, others, or the State, or of agencies and organizations, as necessary against acts infringing upon such interests;
- To address emergency situations; risks threatening national security that do not yet warrant the declaration of a state of emergency; prevention and control of riots, terrorism, crime, and violations of law;
- To serve the operations of state agencies and state management activities in accordance with the law;
- To implement agreements of the personal data subject with agencies, organizations, or individuals concerned, in accordance with the law;
- Other cases as provided by law.

III. DISCLOSURE AND SHARING OF YOUR PERSONAL DATA

The information you submitted to the DBS Career portal at <https://dbs.taleo.net/careersection> will be supplied to, used and/or disclosed by the relevant member(s) of DBS Group to select, assess and process your application, including to contact you in respect of your application, identify and evaluate you for other jobs within the DBS Group; and to conduct screening checks or obtain information of you from third parties, referees or public records, where deemed applicable by DBS Group to process your application. DBS Group may apply assessment tools and criteria in handling your application. In addition, to help understand the skills of certain applicants, DBS Group may suggest a personal profile exercise be carried out.

In order to carry out the purposes set out above, your information may be disclosed to the following parties, whether local or foreign:

- any agent, contractor, or service provider (including subsidiary, holding company or related company thereof), who provides administrative, data processing, computer or other services to DBS Group;
- business partner in connection with the processing of applications for any positions applied for within DBS Group; and

- any other person(s) reasonably requiring the same in order for the relevant member(s) of DBS Group to assess and process your application.

Please be assured that when we disclose your personal data to such parties, we require them to ensure that any personal data disclosed to them is kept confidential and secure. We wish to emphasize that the Bank does not sell personal data to any third party, and we shall remain fully compliant of any duty or obligation of confidentiality imposed on us under any applicable law.

Even if you are not selected for the position applied, we may consider that you have the skills and experience that would be of value to the DBS Group if you consented for this purpose. For this reason, if another potentially suitable role exists or subsequently arises, we may transfer your application for the relevant role or share with the DBS Group member for consideration.

IV. YOUR RIGHTS AND OBLIGATIONS AS PERSONAL DATA SUBJECTS

Your rights

You have a number of rights in relation to your personal data including:

- Be informed about the personal data processing activities
- Consent to the processing of personal data
- Withdraw consent at any time.
- View your personal data, rectify inaccurate or incomplete data.
- Request the erasure of data when it is no longer necessary for the purposes for which it was collected.
- Request the provision of personal data.
- Request the restriction of processing under certain conditions.
- Object the processing of your personal data.
- File complaints, denunciations and lawsuits, claim damages and perform other self-defense exercises, if you believe your rights under data protection law have been violated.
- Request to implement necessary measures to protect your personal data in accordance with the provisions of civil law and other relevant legislation.

To exercise these rights, you must send a written communication to the address or email indicated under “CONTACT US”, with the reference “Data Protection – Candidate”, and provide proof of identity for our verification.

Any request for exercise of your rights above shall clearly set out at least the following content: (i) Your information; (ii) the specific rights you would like to exercise and the categories of personal data subject to the requests; (iii) the reasons, purposes for exercising your rights; and (iv) relevant information, documents to your exercise of your right. Please note that exercising certain rights may limit our ability to progress your application at the Bank. For example, if you request to restrict or delete your personal data, or withdraw your consent, we will be unable to further assess your suitability or refer you for other roles at the Bank in the future,

as well as for other purposes that rely on the personal data you have requested to restrict or delete, or that depend on your consent.

Your obligations

In relation to the above rights, you also have the following obligations:

- to protect your personal data;
- to respect and protect the personal data of others;
- to provide complete and accurate personal data in accordance with the law, under contract, or when consenting to the processing of one's personal data; and
- to comply with the law on personal data protection and to participate in preventing and combating acts that infringe upon personal data.

V. OTHER WEBSITES

If you apply through the DBS Career portal at <https://dbs.taleo.net/careersection> or visit our official website at <https://www.dbs.com/vn/default.page>, please note that it may contain links to other websites which are not maintained by the Bank. We do not control the content or links appearing on third-party websites or services and are not responsible for any activities carried out by third-party websites or services that are linked to or from any website, application, or device.

This Notice only applies to the website of the Bank. When visiting these third-party websites, you should read their privacy policies which will apply to your use of those websites.

VI. RETENTION OF PERSONAL DATA

Your personal data is retained as long as the purpose for which it was collected remains and until it is no longer necessary for any other legal or business purposes. Data of applicants (including unsuccessful applicants) will be destroyed after 2 years from update application.

If you are not qualified for the position applied at DBS, your personal data will be retained for the purposes for which it was collected and consented to by you, or where longer retention is required under prevailing laws. This may include, but is not limited to, retaining and using your personal data as necessary to resolve disputes or to exercise legal rights and obligations.

In the event that you are qualified for the position and become an employee of the Bank, the retention period applicable to your personal data will follow the same rules applied to our employees.

Nevertheless, we will cease processing your personal data as soon as:

- (i) the expiration of the retention period and there are adequate reasons that the storage of personal data does not serve the intended purposes and is no longer necessary for any legal and financial purpose; or
- (ii) you request the deletion of your personal data, and there is no legal basis to continue storing and processing your personal data.

In such cases, your personal data will be destroyed or disposed of in a secure and appropriate manner as per our internal policies and standards.

VII. CONSEQUENCES AND UNEXPECTED IMPACTS

Data security is our top priority. We will endeavor at all times to protect your personal data acquired by us and prevent any accidental or unauthorized illegal access, reproduction, alteration, transmission, loss, destruction, processing or use of your personal data. While we endeavor to always protect our systems, sites, operations and information against unauthorized access, use, modification and disclosure, due to the inherent nature of the Internet and other risk factors, we cannot guarantee that any information, during transmission or while stored on our systems, will be absolutely safe from intrusion by others.

You also have an important role in protecting personal data. You should not share any username, password or other authentication data provided to you with anyone. If you have any reason to believe that your username or password has been compromised, please contact us as detailed below.

VIII. CONTACT US

To contact us on any aspect of this Notice or your personal data or to provide any feedback that you may have, please visit our office at Level 11, Saigon Centre, 65 Le Loi Street, Saigon Ward, Ho Chi Minh City, Vietnam or get in touch with us at +84 (28) 39147888 or email: vietnamprivacy@dbs.com.

In addition, should we be aware that your data has been compromised and is, or likely to result in significant harm to you, we will notify you and advise on the possible steps to protect yourself from further potential harm. Please be assured that you can always validate such notifications from us by contacting us at +84 (28) 39147888 or email: vietnamprivacy@dbs.com.

IX. AMENDMENTS AND UPDATES OF THE BANK PRIVACY NOTICE

We may amend this notice from time to time to ensure that this Notice is consistent with any developments in the way the Bank uses your personal data or any changes to the laws and regulations applicable to the Bank. We will make available the updated notice at the DBS career portal at <https://dbs.taleo.net/careersection>. All communications, transactions and dealings with us shall be subject to the latest version of this Notice in force at the time.

By clicking “Accept” button and submitting your application for job positions in Vietnam,

- You confirm that the information you provide to DBS Group which may include both basic and sensitive personal data may be used in accordance with the Privacy Agreement and Vietnam Privacy Notice for Job Applicants.
- You acknowledge that you have read the Privacy Agreement and Vietnam Privacy Notice for Job Applicants, and you are fully informed of your rights and responsibilities as a data subject under Vietnamese law.
- You also acknowledge that your personal information will be processed as necessary to assess your suitability and to recruit you for a position you apply for at DBS Group, as well as to comply with legal requirements, including any mandatory transfers required during the recruitment process made in accordance with the Privacy Agreement, Vietnam Privacy Notice for Job Applicants and Vietnam laws.