



DATA PRIVACY STATEMENT

Thank you for your interest in seeking employment with United Overseas Bank (Vietnam) Limited (collectively “**UOB**”, “**we**”, “**our**” or “**us**”). We value your privacy and strive to protect your personal data in compliance with the laws of Vietnam.

This privacy statement sets out the basis on which any personal information we collect from you or other sources will be processed by us as the “Data Controller and Processor” for recruitment purposes.

Please read the following carefully to understand our views and practices regarding your personal information and how we will treat it.

Declaration

By submitting your application:

- (1) you consent and agree to the collection, use, disclosure and processing of your personal information including your basic personal data and sensitive personal data to the extent by applicable laws for the purposes and in the manner described herein;
- (2) you acknowledge that these purposes include conducting background, reference and conflicts checks, contacting and interviewing you, processing your application, and evaluating your suitability for the position(s) applied for and any other positions which may be available, and accept that background checks may for regulatory reasons also include criminal record, bankruptcy and credit checks;
- (3) you consent and agree that your personal information may be shared at our discretion amongst any or all members of the UOB group of companies and with such persons as we deem necessary, for the purposes of consideration for available positions. For these purposes, we may exchange your personal information with professional advisors, academic institutions, recruiters and prospective line managers, screening check providers, health service providers, professional and trade associations, law enforcement agencies, regulatory authorities, referees and your current and previous employers and parties to acquisitions or potential acquisitions of our business.
- (4) you declare that the information provided by you is true and accurate, and agree to notify us promptly in the event that any information becomes inaccurate or misleading in any way;
- (5) you confirm that you have duly obtained the consent of any other person(s) whose personal information you have provided to us, for collection, use, processing and disclosure for or in connection with the purposes herein; and



- (6) you understand and accept that if any information provided by you is found to be inaccurate you may be disqualified or, your offer of employment may be immediately withdrawn by us, or if you have been employed, you may be immediately dismissed subject to applicable laws and regulations.

In the course of our interaction, we may request further information which in your jurisdiction may be considered sensitive personal information. For example, health information may be collected to make reasonable adjustments for candidates with health issues or a disability, or criminal record checks may be made for regulatory purposes.

Collection and processing of personal information

The personal information we collect and process about you in connection with our recruitment process includes your name, contact details, identification documents, professional qualifications, employment and education history, state/social insurance contribution, remuneration, skills, achievements, character references, extra-curricular activities, directorship, identity, eligibility to work, vocational suitability checks, personality/cognition assessments, enquiry/complaint details, and any sensitive personal data which is necessary for us to consider hiring/recruiting you, e.g., information about criminal convictions and offences, health data, drugs/alcohol, cognitive ability, financial probity, genetic data, biometric data, labor union information and information pertaining to your disability.

We also collect and process personal information arising out of your interactions with us, including any contact you have with us or our service providers in person, by telephone, email or online. We may monitor and record your communications with us (including email and telephone) and operate video and audio surveillance devices in our premises for purposes including security, training and record-keeping. We may also collect and process personal information about you from third parties including, to the extent permitted by law, public sources (including the internet), our related companies, information service providers, your social media profiles, recruiters, current and former employers, persons who have provided references for you, your representatives and the parties with whom we exchange information as described herein.

How we use and disclose personal information

UOB has a legitimate interest in processing personal data for our recruitment and other related business purposes.

We collect, use and disclose your personal information to assess your application, evaluate your suitability for the position applied or other positions, manage our recruitment processes, verify your identity and personal information, conduct screening checks, maintain our records, to comply with our legal and regulatory obligations, manage our relationship with you and deal with your enquiries and concerns. Your personal data may also be processed and disclosed for legitimate business purposes related to recruitment such as statistical analysis, research, audit, seeking professional advice, responding to and defending against legal claims, detecting unlawful activity and misconduct, assisting and/or reporting to regulatory and government authorities and acquisition or potential acquisition of our business or any part thereof.



For these purposes, we may exchange your personal information with professional advisors, academic institutions, recruiters, screening check providers, health service providers, professional and trade associations, law enforcement agencies, regulatory authorities, referees and your current and previous employers and parties to acquisitions or potential acquisitions of our business.

Your application and personal information will at our reasonable discretion, be made available to any and all entities within the UOB group of companies, which will afford you greater employment opportunities.

You are not under any statutory or contractual obligation to provide information to us. You are free to determine the nature and extent of the personal information provided to us, or not to provide any personal information at all. However, without your personal information we may be limited in our ability to consider you for employment.

Security and storage of personal information

If your application for employment is successful, your personal information will be transferred to your human resources file and form part of your employment records. The processing of such personal information will be subject to a new privacy notice applicable to employees, which we will provide upon your acceptance of the employment offer.

If your application is unsuccessful, your personal information may be retained by us for up to three years from date of submission or longer to the extent permitted by the applicable laws and regulations, so that you may be considered for future positions that may be suitable, or in order to for us to establish, exercise or defend legal claims, or for other legitimate business purposes.

We may retain and use generalized and de-personalized statistical information about applicants, including you, to help inform our recruitment activities, but no individuals are identifiable from that data.

Do note that the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, and adopt the appropriate measures to ensure the security and integrity of our system, including the personal data you submit to us, we cannot guarantee the security of your data transmitted to us electronically; Therefore, you should likewise take the appropriate measures to ensure that the transmission of personal data on your end is secure.

Each country that processes your information will do so in accordance with the applicable laws of that country. Internal policies and reasonable controls are in place to safeguard against unauthorised access to, loss or destruction of your personal data. Access to your information by persons involved in the recruitment process such as members of the human resources department and interviewers, and persons who provide support functions such as security staff and IT staff, is on a need-to-know basis.

Purposes of Processing Personal Data

The purposes for which we may process personal data, subject to the applicable law, includes:



- (i) To manage the recruitment and employment process;
- (ii) To perform our legal duty: to check employee's entitlement to work, to submit regulatory reports, to comply with employment, health and safety laws, to carry out criminal record checks to ensure that the individuals are permitted to undertake the role in question, and allow UOB to check your union subscriptions (if applicable);
- (iii) To perform Human Resources Function: to run recruitment and promotion processes, to maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights, to allow effective workforce management, to ensure effective general human resources and business administration, to ensure the security of our premises, data and technology, to provide references on request for current or former employees, to respond to and defend against legal claims, and to maintain and promote equality in the workplace;
- (iv) To verify your identity or grant you access to the premises using your biometric data, to prevent fraud and other crimes;
- (v) To collect and retain documents for evidentiary purposes;
- (vi) To enable and facilitate the conduct of UOB's business activities;
- (vii) To prepare preparing reports on incidents and accidents and for audit, investigation, risk management and security purposes;
- (viii) To conducting analytics, surveys and research for human resource planning and management;
- (ix) To meeting or comply with UOB's internal policies and procedures and any applicable rules, laws, regulations, codes of practice or guidelines, orders or requests issued by any legal or regulatory bodies (both national and international) (including but not limited to disclose to regulatory bodies, conducting audit checks and surveillance);
- (x) To provide and monitor access to and use of work sites, facilities and systems;
- (xi) To engage you in our activities, whether Group-wide or otherwise, whether public or private;
- (xii) For legal purposes (including but not limited to enforcing our legal rights, drafting and reviewing documents, obtaining legal advice and facilitating dispute resolution); and
- (xiii) For purposes which are reasonably related to the aforesaid.

Your rights and responsibilities

- (i) Subject to the conditions and exceptions set out in the applicable data protection law, you enjoy the following rights:
 - (a) Right to be informed: you have the right to be informed of your personal data processing, unless otherwise provided for by law;

- (b) Right to give consent: you have the right to give consent to the processing of his/her personal data, except otherwise stipulated by law;
 - (c) Right to access personal data; you have the right to access your personal data in order to look at, rectify or request rectification of your personal data, unless otherwise provided for by law;
 - (d) Right to withdraw consent: you have the right to withdraw his/her consent, unless otherwise provided for by law.
 - You may exercise your right to withdraw at any time. The withdrawal of your consent will not affect any processing of your personal data carried out prior to your withdrawal being effective. We may continue to process your personal data if we have another legitimate reason to do so.
 - If you subsequently withdraw your consent, we may not be able to meet all our obligations that we have towards you, enter into or continue an employment contract with you, or fulfil our legal duties. In such case, your employment conditions may be limited, restricted, changed or terminated, as the case may be.
 - We will not be liable to you for any losses incurred, and our legal rights are expressly reserved in respect of such limitation, restriction, change, or termination;
 - (e) Right to delete personal data: you have the right to delete or request deletion of his/her personal data, unless otherwise provided for by law;
 - (f) Right to obtain restriction on processing: you have the right to obtain restriction on the processing of his/her personal data, unless otherwise provided for by law;
 - (g) Right to obtain personal data: you have the right to request for provision of your personal data, unless otherwise provided for by law;
 - (h) Right to object to processing: you have the right to object the processing of your personal data in order to prevent or restrict the disclosure of personal data or the use of personal data for advertising and marketing purposes, unless otherwise provided for by law;
 - (i) Right to file complaints, denunciations and lawsuits: you have the right to file complaints, denunciations and lawsuits as prescribed by law;
 - (j) Right to claim damage: you have the right to claim damage as prescribed by law when there are violations against regulations on protection of your personal data, unless otherwise agreed by parties or unless otherwise prescribed by law; and
 - (k) Right to self-protection in accordance with the law.
- (ii) If you wish to withdraw your consent or exercise your rights listed above, please contact our human resources team. Please also note that we will ask you to provide a proof of identity to us before responding to any requests to



exercise your rights. We will respond to your request to exercise such rights without delay. We will notify you in advance if we require more time to process your request.

- (iii) You are responsible for making sure that the personal data you give us or which is provided on your behalf, is accurate and up to date, and you must tell us as soon as possible if there are changes.
- (iv) You also have some responsibilities to provide us with your personal data. If you do not provide any additional personal data, as may be requested, such refusal may hinder the recruitment process and our ability to administer the rights and obligations arising from the relationship efficiently.

You may request for access to and/or request correction of your personal data, request to limit the processing of your personal data and/or make any inquiries regarding your personal data by contacting UOB Vietnam Human Resources: uobvhumanresources@uobgroup.com.

Further information

From time to time, we may change this privacy statement to comply with government and regulatory requirements; to adapt new technologies and protocols; to align with industry practices; or for other legitimate purposes. You will be provided notices and collected consent if these changes are material and if required by laws.