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BILL GOSLING OUTSOURCING PRIVACY POLICY - Philippines

This notice explains what personal information we hold about you, how we collect it, and how we use and may share information about you during the recruitment process. We are required to notify you of this information under the Data Privacy Act of the Philippines 2012.

Who collects the information?

AIC Philippines; Bill Gosling Outsourcing is a gathers, uses and might share some of your personal and sensitive information for legally permitted reasons.

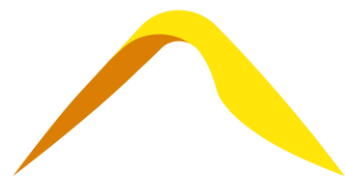
The information we collect and hold:

We may collect the following information up to and including the shortlisting stage of the recruitment process:

- Your name and contact details (address, home and mobile phone numbers, email address);
- Information about your previous academic and/or employment history;
- Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests;
- Information regarding your criminal record obtained through our background checks;
- Details of your referees.

We may collect the following information after the shortlisting stage, and before making a final decision to hire:

- Information regarding your academic and professional qualifications where relevant;
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information to prove legal right to work in the Philippines;



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- A copy of your Identification Cards and Government Issued Numbers such as Social Security System Number, Tax Identification Number, Home Development Mutual Fund Number and Philippine Health Insurance Corporation Number (if applicable);
- A copy of your National Bureau of Investigation clearance;
- Background check result via our outsourced vendor.

Why we collect the information and how we use it:

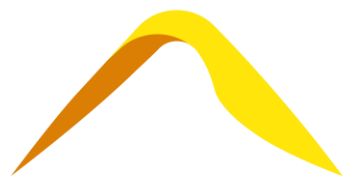
We will typically collect and use this information for the following purposes:

- to take steps to enter into a contract;
- for compliance with a legal obligation (for example, our obligation to check that you are eligible to work in the Philippines);
- for compliance to meet our pre-employment background check requirements. We seek to ensure that our information collection and processing is always proportionate. We will notify you of any material changes to information we collect or to the purposes for which we collect and process it.

How we collect the information:

We may collect this information from you, your referees (details of whom you will have provided), and your education provider, relevant professional body, National Bureau of Investigation and an outsourced vendor for background checking.

How we may share the information:



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We may also need to share some of the above categories of personal information with other parties, such as our clients, external auditors and professional advisers. Usually, information will be made anonymous, but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law. We may also need to share your information with our offices located in Canada, United States and United Kingdom as deemed necessary. You have the right to object or withhold consent to processing of your personal and sensitive information in limited circumstances.

Where information may be held:

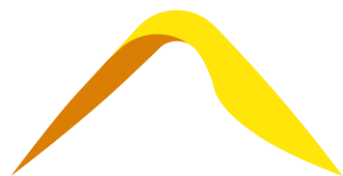
Information may be held at our offices [and those of our group companies through our HR system Workday], and third party agencies, service providers and representatives as described above.

How long we keep your information:

We keep your information during and after the recruitment process for no longer than is necessary for the purposes for which the personal information is processed. Hard copies of documents submitted by an unsuccessful candidate during recruitment process are immediately disposed.

Your rights to be Informed, Object, Access, Rectification, Erasure or Blocking and Damages:

Please contact us if you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask us for some but not all of the information we hold and



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process to be erased (known as the “right to erasure or blocking”) in certain circumstances. If you wish to do so, please contact hr.ph@billgosling.com.

Keeping your personal information secure:

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorized way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorized manner and are subject to a duty of confidentiality.

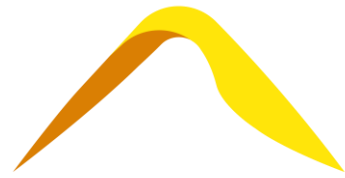
We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to Make a Privacy Related Inquiry to Bill Gosling Outsourcing:

We hope that we can resolve any query or concern you raise about our use of your information. To make a privacy related inquiry, please contact our Data Protection Officer Federico III C. Del Carmen (Compliance Team Leader, Philippines) at federico.delcarmen@billgosling.com or via telephone at 02.832.03.59.

You may also file a complaint-affidavit together with the copies of any evidence and witnesses' affidavit through the following:

- In person (hard copy), at the National Privacy Commission (“NPC”) Office;
- In person (portable electronic data storage device), at the NPC Office; or
- Electronically, via complaints@privacy.gov.ph



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Electronic documents must be digitally signed and in .PDF format (if practicable), on page sizes compliant with the Efficient Use of Paper Rule. If submitted in this digital format, the NPC may charge fees for printing.