

## To whom it may concerns,

Sika Limited (Vietnam) (herein after being called “SIKA”) would like to inform you the SIKA’s Notice on collection and processing of your Personal Data (the “Notice”) and the rights you are entitled to under the Vietnamese applicable Personal Data protection regulations.

Changes to the Notice may become necessary due to changes to our website or due to changes in legal requirements. We reserve the right to make such changes at any time.

The Notice is applied to candidates who apply for jobs that SIKA recruit and/ or join SIKA’s recruitment process, regardless that such candidates are successful or not. The Notice governs the relationship between you and SIKA in relation to the Personal Data protection, including but not limited to the following:

- Categories of Personal Data collected and method of collection;
- Method of processing your Personal Data;
- Recipients of Personal Data provided by SIKA;
- Rights and obligations in relation to Personal Data collected by SIKA.

### Article 1. Definitions

1. **Data Subject** means you, an individual who is reflected by Personal Data.
2. **Personal Data** means information in the form of symbols, scripts, notebooks, images, sounds or similar forms in the electronic environment attached to a specific person or helping to identify a specific person, including but not limited to, full name, date, month and year of birth; gender; nationality; photographs; phone number, identity card, citizen card; personal identification number, passport number; marital status; transactions information; information on family relationships (parents, children); history of activities in cyberspace; other sensitive Personal Data such as political and religious views; health status; ethnicity and other information that SIKA collects and processes when necessary.
3. **Idle data processing** means one or more activities affecting Personal Data, such as: collecting, recording, analyzing, confirming, storing, editing, publicizing, combining, accessing, retrieving, revoking, encrypting, decoding, copying, sharing, transmitting, supplying, transferring, deleting, and destruction of Personal Data or other related actions.
4. **Personal Data Controller and Processor** means SIKA that simultaneously decides on the purpose and means, and directly processes Personal Data in accordance with the Notice.
5. **Personal Data Controller** means an organization or individual that processes the Personal Data on behalf of SIKA, based on an agreement or a power of attorney.
6. **Third Parties mean** other individuals and/ or organizations which are not SIKA or the Data Subject.

### Article 2. Categories of Personal Data being collected and processed

To the appropriate extent and subject to the provision at your sole discretion, in particular from accessing SIKA’s platform, career portal, application programs, interacting, applying, filling out information forms, SIKA may collect and process one, some or all of the following personal information:

1. Basic persona data
  - a. Full name, middle name and birth name, other names (if applicable);
  - b. Date, month and year of birth;
  - c. Gender;

- d. Place of birth, place of birth registration, permanent residence, temporary residence, current residence, hometown and contact address;
  - e. Nationality;
  - f. Photography;
  - g. Phone number, identity card number, personal identification number, passport number, driver's license number, license plate number, personal tax identification book, social insurance number, health insurance card number;
  - h. Marital status;
  - i. Information on family relationships (parents, children);
  - j. Information on personal accounts such as email account; Personal Data reflecting activities and history of activities in cyberspace.
2. Sensitive Personal Data
    - a. Data on your professional background such as curriculum vitae, qualifications and degrees, work experience, salaries, skills;
    - b. Information regarding your personal circumstances (for example, cover letter, career interests), which may also include sensitive Personal Data (for example, ethnicity);
    - c. Data on crimes and offences collected and stored by law enforcement agencies;
    - d. Signatures, handwriting, including electric signatures.
  3. In addition to the above Personal Data, SIKA may collect and process your other information/data from other sources to the extent permitted by applicable law when applying as well as data arising during the recruitment process and/or cooperation with SIKA.
  4. The information collected and processed by SIKA above may change depending on changes in relevant regulations; guidelines, policies, decisions of SIKA and the relationship between SIKA and you.

### **Article 3. Method of Personal Data collection**

SIKA collects and stores your Personal Data when you provide it to SIKA by:

- registering on SIKA's career portal and/or application programs
- creating and updating your profile
- applying for a job with your data
- being added to our talent pool
- sending us your data by e-mail or post
- providing us with your data at fairs/ exhibitions or other events
- receiving data from SIKA's service providers or other third parties.
- receiving from the competent authorities
- receiving from other publicly available, public information sources or from social networking platforms (google, facebook, zalo ...) that you have posted and updated.
- receiving from third-party information sources that you agree to allow to collect or sources where the collection of information is required or permitted by law.

### **Article 4. Purpose of processing the Personal Data**

1. Personal Data contained in your application may be used by SIKA and its affiliates, branches, and subsidiaries (hereinafter referred to as "SIKA") in other countries, for the purpose of providing technical support to (i) enable recruitment process or if you have given your specific consent, also for considering your application for other suitable positions; (ii) enable your access and use of SIKA's application programs; (iii) research, analyze and prepare internal report(s) related to recruitment activities in order to improve the efficiency of recruitment and other related purposes; (iv) other purposes such as compliance with legal requirements; vacancies updates and other reasonable and legitimate purposes determined by SIKA from time to time.

The above-mentioned purposes may include, but not limited to, the following tasks:

- a. Identify, verify candidate's identity, obtain reference information, check with references, conduct biography checks or criminal records checks to the extent required or permitted by applicable law;
  - b. Process applications and recruitment: including support for accessing SIKA's recruitment site, processing applications as well as interviews and recruitment steps;
  - c. Verify candidates' educational and professional qualifications; verify the information you or others provide and perform cross-checks (if any);
  - d. Contact and discuss further about the application, invite to interviews, monitor the post-interview and recruitment process, provide feedback, notify interview results and send job offers at SIKA;
  - e. Store records to build and manage potential candidate files for recruitment purposes at different times of SIKA;
  - f. Research, compile statistics and prepare internal report(s) related to recruitment activities to improve SIKA's recruitment efficiency and other related purposes;
  - g. Announce vacancies and future updates;
  - h. Comply with legal requirements;
  - i. Other reasonable and lawful purposes determined by SIKA from time to time to serve recruitment needs.
2. SIKA processes your Personal Data for one or all of the purposes mentioned above depending on the nature, extent, relationship arising between SIKA and you. Except for cases where it is mandatory to process Personal Data in accordance with the law, you have the right to reject SIKA's processing Personal Data for one or more of the above purposes by submitting a request to SIKA using the contact details set out in this Notice. In case SIKA does not receive any request from you, by expressing your consent as mentioned in this Notice, SIKA understands that you voluntarily agree to allow SIKA to have full rights to process your Personal Data for all of the above purposes.

#### **Article 5. Method of processing the Personal Data**

1. Personal Data will be stored by SIKA and appropriate measures will be taken for security. Your Personal Data will be stored and processed wholly or partially in Vietnam. To the extent permitted by law, SIKA may transfer and store Personal Data abroad, including through cloud storage solutions. Retention of Personal Data is carried out for the period necessary to fulfill the purposes in this Notice. SIKA will only transfer your Personal Data abroad in accordance with the provisions of law on Personal Data protection.
2. If you access platforms provided by SIKA from a location outside Vietnam, such use constitutes your consent to the transfer of your data outside of that country/territory and sending them to Vietnam.
3. When you choose to provide, share and publish your Personal Data on SIKA's platform or in any other form, it means that you have agreed and authorized SIKA to share that information which fits for purposes provided herein.
4. During the process of your application and recruitment at SIKA, SIKA will have the right to record your image and/or voice in case necessary to serve the implementation of the purposes in accordance with the purposes set out in this Notice.
5. In some circumstances, your Personal Data needs to be collected by Third Parties in accordance with the regulations, for example by competent authorities, or other service providers used by SIKA. The collection and processing of your Personal Data between you and these Third Parties will also have to comply with the regulations on personal data protection.

#### **Article 6. Organizations and individuals entitled to process your Personal Data**

Your Personal Data will be collected and processed by the following organizations and individuals:

1. SIKA, as the Personal Data Controller and Processor, who simultaneously decides on the purposes and means, and directly processes your Personal Data through SIKA's employees, officers in charge of managing your Personal Data and/or the Personal Data Processor
2. For the purposes stipulated in this Notice, SIKA may provide, disclose your Personal Data to the following subjects:
  - a. The affiliates, branches, and subsidiaries of SIKA Limited (Vietnam) in other countries;
  - b. Companies and/or organizations acting as suppliers, partners, and/or professional advisors and consultants perform and provide services to SIKA, including but not limited to companies providing recruitment, survey, storage, data processing, and information technology services and/or other service providers through power of attorneys or service contracts in accordance with the applicable laws;
  - c. The affiliates, branches, and subsidiaries of SIKA Limited (Vietnam) in other countries;
  - d. The competent authorities and other organizations which SIKA is allowed or obliged to disclose/ provide the information in accordance with the regulations or the agreements/ contracts/ commitment between SIKA and such organizations.

#### **Article 7. Consequences and unexpected damages that are likely to occur**

1. Processing Personal Data always carries the risk of data leakage and loss and can potentially cause unwanted consequences and damage. SIKA recognizes the importance and responsibility of protecting Personal Data and therefore:
  - a. commits to always comply with personal data protection principles, regulations related to your rights,
  - b. applies the appropriate protective measures in accordance with the applicable laws
  - c. regularly review and update the most optimal technical measures to ensure safety in the processing of Personal Data.
2. SIKA will make maximum efforts to prevent risks and limit unwanted consequences and damages that may happen, protecting the legitimate rights and interests of you and SIKA.

#### **Article 8. Start time and end time of data processing and retaining**

1. The time for your Personal Data collection and processing starts from the moment you successfully apply to a specific position and ends upon the completion of processing data serving the purposes provided in this Notice or until you request to cancel or delete the information provided or request to withdraw consent or the Personal Data has been deleted in accordance with SIKA's internal rules and the Vietnamese regulations.
2. If your application is successful and you are invited to attend an interview or assessment with Sika, your Information will be retained, and Sika may also use your Personal Data for personnel administration and management purposes. Insofar as the provision of Personal Data is necessary to initiate or execute contractual relationships or in connection with performing pre-contractual measures, the legal basis for the processing is our overriding legitimate interest in connection with the conclusion or the performance of a contract. If required and legally permissible, we will process your data for purposes other than the original contractual purposes to fulfill legal obligations.
3. If your application is unsuccessful, Sika may retain your application and Personal Data contained therein in the maximum period permitted in accordance with Vietnamese regulations. Sika reserves the right to refer to the Personal Data contained in the application and contact you for another suitable job within Sika, only based on your explicit consent.
4. If your Personal Data is held in the talent pool, your data will be deleted in accordance with the relevant data protection policies mentioned above, with the stipulation that if you have not revised or used your profile for a period of twelve months, we will send you an e-mail requesting you to update your data. If you fail to update your data or to actively confirm that the data is still up-to-date, we will remove you from the talent pool and delete your Personal Data as part of our regular deletion schedule.

## Article 9. Rights of Data Subject

As the Data Subject, you have the following rights:

### 1. Right to know

You will be made aware of the processing of their Personal Data, unless otherwise provided for by law.

### 2. Right of consent

You may or may not agree to allow the processing of his or her Personal Data, except for the cases where the consent of the data subject is not required, as below:

- a. In emergency cases, relevant Personal Data should be immediately processed to protect the life and health of data subjects or others.
- b. The disclosure of Personal Data in accordance with the provisions of law.
- c. The processing of data by competent state agencies in case of national security and national security emergencies, social order and safety, major disasters or dangerous epidemics; when there is a threat to national security or defence, but not to the extent of declaring a state of emergency; preventing and combating riots, terrorism, preventing and combating crimes and violations of law in accordance with the provisions of law.
- d. To perform the contractual obligations of the data subject with relevant agencies, organizations and individuals in accordance with the provisions of law.
- e. To serve the operation of state agencies prescribed by the law on sectoral expertise.

### 3. Right to access

You are entitled to access to view, correct or request correction of your Personal Data, unless otherwise provided by law.

### 4. Right to withdraw consent

The data subject is entitled to withdraw his/her consent, unless otherwise provided by law.

To perform a withdrawal of your Personal Data, you may contact SIKA through the contact details provided in this Notice. The withdrawal will take effect 72 hours after the request is duly submitted to SIKA and will not apply to the processing activities that took place prior to the withdrawal effective time.

### 5. Right to delete data

- a. The data subject is entitled to delete or request the deletion of their Personal Data, unless otherwise provided for by law. You can request the deletion of your Personal Data in the following cases:
  - When you recognize that it is no longer necessary for the purpose for which the Personal Data was collected to consent and accept the damages that may occur from the request for erasure of the data;
  - Withdrawing consent;
  - Object to the processing of your Personal Data Controller, and SIKA has not legitimate reasons to continue the processing;
  - Personal Data is being processed for the purposes different from the consent ones or the processing of Personal Data is a violation of the provisions of law;
  - Personal Data must be deleted in accordance with the regulations of personal data protection.
- b. The data deletion, however, will not apply, at the request of the Data Subject in the following cases:
  - The law stipulates that data deletion is not allowed;

- Personal Data is processed by competent authorities for the purpose of serving their operation in accordance with the law;
  - Personal Data has been made public in accordance with the law;
  - Personal Data is processed to serve legal requirements, scientific research and statistics as prescribed by law;
  - national defence and security, social order and safety, major disasters or dangerous epidemics; when there is a threat to national security or defence but not to the extent of declaring a state of emergency; prevention and prevention of riots, insanity, prevention of crime and violations of the law;
  - Response to an emergency that threatens the life, health or safety of the data subject or another individual.
- c. To perform a deletion of your Personal Data, you may contact SIKA through the contact details provided in this Notice. The deletion will take effect 72 hours after the request is duly submitted to SIKA, unless otherwise regulated by the laws.
- d. SIKA will not restore Personal Data where:
- The processing of data is for improper purposes;
  - The purpose of the processing of Personal Data has been completed with the consent of the data subject;
  - The storage of Personal Data is no longer necessary for the operation of SIKA;
  - SIKA is dissolved or no longer operates or declares bankruptcy or has its business operations terminated in accordance with the Vietnamese regulations.

#### 6. Right to restrict data processing

You are entitled to requests to restrict the processing of your Personal Data, unless otherwise provided for by the law.

To perform a restriction of processing your Personal Data, you may contact SIKA through the contact details provided in this Notice. The restriction applicable to all the Personal Data that you request for the restriction will take effect 72 hours after the request is duly submitted to SIKA, unless otherwise regulated by the laws.

#### 7. Right to be provided with your Personal Data

You may request SIKA to provide you with your Personal Data, unless otherwise provided by law.

To request for your Personal Data, you may contact SIKA through the contact details provided in this Notice. The provision of your the Personal Data will be completed within 72 hours after the request is duly submitted to SIKA, unless otherwise regulated by the laws.

SIKA has the right to refuse the request if (i) the provision of your Personal Data causes harm to national defense, national security, social order and safety or may affect the safety, physical or mental health of others; (ii) you do not agree to provide, allow the authorization or authorize the receipt of Personal Data.

#### 8. Right to object to data processing

You are entitled to give an objection to SIKA in order to prevent or restrict the disclosure of your Personal Data or use it for advertising or marketing purposes, unless otherwise provided for by law;

SIKA will comply with your request within 72 hours after receiving the request is duly received by SIKA, unless otherwise provided for by law.

#### 9. Right to complain, denounce and initiate lawsuits

You have the right to lodge complaints, denunciations, or initiate lawsuits in accordance with law.

#### 10. Right to claim damages

You have the right to claim damages in accordance with the law when there is a violation of the provisions of this Notice performed by SIKA, unless otherwise agreed by the parties or otherwise provided for by law.

#### 11. Right to self-protection

You have the right to self-protection in accordance with the Vietnamese Civil Code, other relevant laws and decrees, or request competent authorities and organizations to take measures to protect civil rights in accordance with the regulations.

### **Article 10. Obligations of Data Subjects**

As the data owner, you are obliged to:

1. Protect your Personal Data; request other relevant organizations and individuals to protect your Personal Data.
2. Respect and protect the Personal Data of others.
3. Provide complete and accurate Personal Data when agreeing to allow the processing of Personal Data.
4. Notify, update, and supplement your Personal Data promptly, completely, and accurately to SIKA in accordance with the purposes you have agreed in this Notice.
5. Participate in propagating and disseminating skills to protect personal data.
6. Implement the provisions of the law on personal data protection and participate in preventing and combating violations of regulations on personal data protection.
7. Notify SIKA immediately if you discover or come to your awareness or suspect that your Personal Data has been exposed, which may lead to risks during service use, or any violation of Personal Data protection provisions of the Notice.
8. Regularly check SIKA platforms for updates and comply with any changes (if any) related to the Personal Data protection policy in this Notice.
9. Other obligations as prescribed by law.

### **Article 11. SIKA's contact details**

If you have any concerns or questions about this Notice or any requests relating to your Personal Data protection, please contact Sika Limited (Vietnam) with the following details:

SIKA LIMITED (VIETNAM)

Address: 10th Street, Nhon Trach 1 Industrial Zone, Nhon Trach District, Dong Nai, Vietnam

Phone: +84 251 356 0700 · Fax: +84 251 356 0699

Email: [careers@vn.sika.com](mailto:careers@vn.sika.com)

### **Article 12. Consents and commitment of Data Subject**

1. By applying to a specific position, you are expressing interest in working for us or for a company within SIKA and agree to the collection, processing and use of the provided information for the purposes described here. The legal basis of the processing of your Personal Data when registering to the portal or submitting your application is your given consent voluntarily and without deception or coercion.
2. It is up to you to decide whether you want to apply for other vacancies in addition to your specific application and make available your Personal Data to SIKA for that purpose. You can withdraw your consent any time. Please note that the withdrawal only applies to the future. Processing that took place prior to the withdrawal shall not be affected thereby.

3. If you would like to receive automated notifications about new job offers, you can specify this when creating your candidate profile or at any time afterwards under the tab "Options" and "Job notifications". You can create detailed search profiles and will be notified by e-mail for the duration of the time you choose. If you no longer wish to receive such e-mails in the future, you can deactivate the job notifications at any time. If you have deleted your profile, you will no longer receive job notifications.
4. In case you provide Personal Data of a third party to SIKA (including but not limited to information about spouse, father/mother, children, siblings, grandparents, aunts, uncle, friend, dependent, contact person and/or other organizations or individuals), you commit to have obtained the legal authorization from such third party to provide and process his/her Personal Data in accordance with the provisions of laws and the third party is aware of and agrees to all the contents of this Notice, including information that SIKA is a Personal Data Controller and Processor in accordance with the purposes stipulated in this Notice, and SIKA will be completely exempted from any liabilities in this case.
5. Personal Data contained in your application will be transmitted over the internet. The internet is open everyone, and security of such means of transmission can never been guaranteed. Subject to mandatory legal provisions SIKA is not liable for any injury, loss or damage incurred by you or a third party as a result of any error, delay or failure of Information transmission via the internet.

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By clicking the "I agree" button at the end of this Notice and continue to register your application you voluntarily agree to this Notice and to the collection, processing of the Personal Data you provide in the job application in accordance with the Privacy Notice above.

By clicking the "I agree" button you also confirm that the Personal Data provided in your application is true and accurate and does not contain any misleading statements or omissions.

If the Sika entity to which you are applying is located outside of your country of origin in a third country, by clicking the "I agree" button, you also consent to the transfer of your Personal Data to that third country to the extent necessary to process your application.