

DOCUMENT: Privacy Notice and Consent Form for Applicants	CODE: HRPH-028
DATE OF EFFECTIVITY: November 29, 2024	SUPERSEDES: All other related policies issued prior
ISSUED TO: Hitachi Solutions Philippines Corporation (“Hitachi”) Applicants	

I. SCOPE

This Policy applies to all job applicants (“You”, “Your”) of Hitachi Solutions Philippines Corporation (“Hitachi”).

II. OBJECTIVE

This Policy aims to protect your Personal Information, including Sensitive Personal Information and Privileged Information, in accordance with the Data Privacy Act of 2012 (DPA) of the Philippines.

III. TYPES OF PERSONAL DATA THAT MAY BE COLLECTED

A. **Personal Information.** This refers to any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information (e.g. a person’s name, or any other unique identifier). This also includes information which, when put together with other information would directly and certainly identify an individual.

B. **Sensitive Personal Information.** This refers to personal information:

1. About an individual’s race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations;
2. About an individual’s health, education, genetic or sexual life, or to any proceeding for any offense committed or alleged to have been committed by such person, the disposal of such proceedings, or the sentence of any court in such proceedings;
3. Issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and
4. Specifically established by an executive order or an act of Congress to be kept classified.

Sensitive Personal Information requires a higher level of protection due to the nature of such data which could create significant risks to fundamental rights and freedoms.

C. **Privileged Information.** This refers to any and all forms of data which under the Rules of Court and other pertinent laws constitute privileged communication.

Hitachi may collect the following personal information subject to compliance with requirements under the Data Privacy Act:

<p>Personal Information</p>	<ul style="list-style-type: none"> • Personal details (e.g., first name and surname, date of birth and sex). • Contact details (e.g., address, email address, and contact number). • Applicant information (e.g., job position applied for, skills and competencies, work experience and educational background, compensation expectations and employment status). • Usage information of websites, applications, and other technologies (e.g., internet protocol or IP address and cookies). • Photos and videos including closed-circuit television (CCTV) footage.
<p>Sensitive Personal Information</p>	<ul style="list-style-type: none"> • Nationality, marital status, and gender. • Health data, medical records, disability, and vaccination status. • Disciplinary actions, investigative proceedings before any institution, agency, or court, and criminal records. • Social security number, taxpayer identification number, driver’s license number, PhilHealth number, Home Development Mutual Fund number, Passport number, car license number and vehicle registration and other personal information issued by government agencies peculiar to an individual.

IV. PURPOSE AND MANNER OF PROCESSING INFORMATION

In relation to recruitment, Personal Information is collected, processed, and retained for the following purposes:

- A. To verify your identity, personal details, and other information provided;
- B. To assess and evaluate your suitability for employment in any current or prospective position within the Hitachi organization;
- C. To effectively perform administrative and human resources related tasks, including granting access to Hitachi office premises and arranging interviews; and
- D. To facilitate Hitachi’s compliance with any applicable laws, rules and regulations.

Personal Information processed by Hitachi is provided directly by you or a third party duly authorized by you to disclose personal information for any of the following reasons:

- A. To apply for a job with Hitachi;
- B. To submit queries, requests, applications, complaints, and feedback; and
- C. To maintain a business relationship with Hitachi.

Hitachi also receives personal information indirectly by examining website activity through cookies¹. Cookies help Hitachi understand the number of users visiting the site, and frequency and manner of use. This information allows Hitachi to update content and improve website navigation accordingly. Hitachi may use cookies and web beacons to enhance your experience of Hitachi’s website. Under the DPA, processing of personal information is allowed:

- A. with your consent;
- B. when necessary to fulfill obligations under your contract with Hitachi;
- C. when necessary to comply with a legal obligation; or
- D. when necessary to pursue legitimate interests of Hitachi.

Processing of sensitive personal information and privileged information is allowed in any of the following instances:

- A. when consent is given by you prior to collection of the information;
- B. when processing is provided for by existing laws;
- C. when processing is necessary to protect your life and health; or
- D. processing is necessary to achieve the lawful and non-commercial objectives of public organizations and associations.

V. HOW HITACHI STORES YOUR PERSONAL DATA AND LIMITATION

Hitachi stores your personal information in secure servers and in physical files stored in locked cabinets. Hitachi shall keep information no longer than is necessary to accomplish the purpose/s for which they were collected.

Storage type	Security procedures
Paper forms	The collected personal information are: <ul style="list-style-type: none"> • securely kept in lockable cabinets for storage. • Adequately supervised when used in work place. • destroyed or disposed of by using shredders or confidential waste bins.
Electronic forms	The collected personal information are: <ul style="list-style-type: none"> • stored on secure networks or platforms which have up to date security measures e.g. antivirus, malware protection and firewalls. • stored using password protection on all files containing Personal Information or confidential information.

¹ Cookies are text files that are stored on the user’s computer system in the Internet browser or by the Internet browser. When a user visits a website, a cookie can be stored on the user’s operating system. This cookie contains a characteristic string of characters that enables the user’s browser to be identified when the website is loaded again. Cookies and web beacons may be used to enhance users’ experience of the website.

Storage type	Security procedures
Devices	The devices used to access the collected personal information have adequate security measures.
CCTV footages	The collected personal information contained in CCTV surveillance systems are accessed by authorized individuals only.
Emails	Company assigned email addresses are not shared or jointly used with others. When sending emails containing your Personal Information, the sender confirms the identity of persons receiving the email and determines whether the email should be encrypted or password protected.

VI. HOW HITACHI SHARES YOUR PERSONAL INFORMATION

Upon obtaining your consent, Hitachi shall share your personal information with the following entities:

Type of data subjects/ individuals	Recipient(s)	Country/ Countries	Purpose(s)
Job applicants	<ul style="list-style-type: none"> • Hitachi group companies and branch offices where projects are performed • Customers who may need to verify your identity in order for you to perform their projects 	<ul style="list-style-type: none"> • Philippines • Singapore • Thailand • Australia • New Zealand • Vietnam • Malaysia • Taiwan • Japan • South Korea • India • USA • Canada 	<ul style="list-style-type: none"> • Evaluation of suitability in a role or project assignments for project resource planning purposes

Please note: The list of entities and countries above is subject to change, based on the business needs of Hitachi.

VII. HOW HITACHI PROTECTS YOUR PERSONAL DATA

Hitachi implements and maintains reasonable and appropriate technical, organizational, and physical security measures to protect your personal information.

Technical Security Measures

- Using encryption to protect personal data during storage and transmission.
- Implementing technical access controls, such as passwords and multi-factor authentication, to restrict access to personal information.
- Ensuring that all software and systems are regularly updated and patched to protect against vulnerabilities.

Organizational Security Measures

- Appointing a Data Privacy Officer (DPO) responsible for ensuring compliance with the DPA and overseeing personal information protection strategies.
- Developing and implementing personal information protection policies and procedures that address data security, data breach response, and Data Subject rights.

Physical Security Measures

- Implementing physical access controls to restrict access to areas where personal information is stored.
- Ensuring that personal information is stored in secure locations, such as locked cabinets and secure server rooms.
- Using secure methods for disposing of personal information that is no longer needed, such as shredding paper documents and securely deleting electronic files.

VIII. HOW LONG HITACHI RETAINS YOUR PERSONAL INFORMATION

Hitachi takes measures to delete your personal information or keep it in a form that does not permit your identification when this information is no longer necessary for the purposes for which it was processed, unless Hitachi is required by law to keep this information for a longer period.

Hitachi adheres to the HSAL Group Record Retention Policy regarding the retention of job applicant personal information.

Personal information of unsuccessful job applicants will be retained in Hitachi's digital archives and/or e-mails for a period of 5 years and deleted from Hitachi's digital archives subsequently.

IX. HOW DATA IS SECURELY DISPOSED AND PROPERLY DISPOSED

Paper records containing your personal information are shredded completely before disposal in an appropriate manner. Personal information stored on electronic media is deleted in a permanent and complete manner.

X. YOUR RIGHTS AS A DATA SUBJECT

Under the DPA, you have the following rights:

- **Right to be informed** whether personal information are being, or have been processed, including the existence of automated decision-making and profiling.
- **Right to object** to the processing of personal information except when it is required under a subpoena, necessary for the performance of a contract, or information is being collected pursuant to law.
- **Right to access** information related to the processing of personal information.
- **Right to rectify and dispute** the inaccuracy or error in the personal information gathered and to correct the same within a reasonable period.
- **Right to erasure or blocking** or to request for the suspension, withdrawal, blocking, removal, or destruction of your personal information from Hitachi's systems.
- **Right to data portability** or the right to obtain a copy of one's personal information and have it transmitted in an electronic or structured format that is commonly used and allows for further use.
- **Right to damages** or to be indemnified for any damages sustained due to inaccurate, incomplete, outdated, false, unlawfully obtained, or unauthorized use of your personal Information, taking into account any violation of your rights and freedoms as a data subject.
- **Right to file a complaint** with the National Privacy Commission in case of a perceived violation of your rights as a data subject.

XI. CONTACT DETAILS OF DATA PRIVACY OFFICER AND HOW YOU CAN EXERCISE YOUR RIGHTS

If you have any concern about the processing of your personal information, or if you would like to exercise your rights as a data subject, you can contact Hitachi's Data Privacy Officer through the following contact information:

Name	Edward Ballecer
Position	Data Privacy Officer
Division	Infrastructure
Email address	eballecer@hitachisolutions.com
Local contact number	+63 (2) 823 1672
Office Address	12 th floor Marajo Tower, 26 th St., cor. 4 th Ave., Bonifacio Global City, Taguig 1634

You can also file a complaint with the National Privacy Commission if you believe there was a violation with respect to the collection, processing, and retention of your personal information.

By signing below, I confirm that I have read and fully understood the details of the Data Protection Notice for Applicants of Hitachi Solutions Asia Philippines Corporation, effective as of date indicated below, regarding the collection, use, disclosure or processing of my Personal Data. I am aware of my rights under the applicable data protection laws.

Signature of the Applicant:

Full name:

Job title:

Date: