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| DOCUMENT: Job Applicant Data Privacy Notice and Consent                         | CODE: HRAU-001                                                                 |
| DATE OF EFFECTIVITY: July 7, 2025                                               | SUPERSEDES: Any related program/policy/agreement previously issued on training |
| ISSUED TO: Hitachi Solutions Asia Pacific Pte. Ltd. Australia Branch Applicants |                                                                                |

## Policy Statement

Hitachi Solutions Asia Pacific Pte. Ltd. Australia Branch (the “Company”) is committed to protecting the privacy of job applicants in all areas and this Policy outlines our ongoing obligations to you in respect of how we manage your personal information.

We have adopted the Australian Privacy Principles contained in the Privacy Act 1988 (Cth) (the Privacy Act). These principles govern the way in which we collect, use, disclose, store, secure and dispose of your personal information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at <https://www.oaic.gov.au/>.

If you require any further information concerning privacy and the ways in which we handle your personal information, please contact us using the contact details set out at the end of this Policy.

## Policy Application

This Policy applies to all personal information relating to job applicants (“Job Applicants”)

## What is personal information?

Personal information is information or an opinion that identifies an individual. To achieve the purposes described below, the type of personal information we collect includes but is not limited to:

- Name or alias, gender, marital status, race, national registration identity number, foreign identity number or passport number, date of birth, nationality, and country and city of birth;
- Photographs and other audio-visual information;
- Your contact details and those of your next-of-kin, spouse, and/ or other family members;
- Residential address;
- Date of birth;
- Proof of working rights;
- Employment and qualifications records; and

We will only collect reasonably necessary personal information to allow us to proceed with our recruitment process, and if you are successful, we may require additional information to complete your onboarding.

## **Sensitive Information**

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

To achieve the purposes described below, the type of sensitive information we collect includes but is not limited to:

- (i) racial or ethnic origin;
- (ii) membership of a professional or trade association;
- (iii) criminal record; that is also personal information;
- (iv) health information about an individual; and
- (v) biometric information that is to be used for the purpose of automated biometric verification or biometric identification.

Sometimes we need to collect sensitive information about you in order to assess your suitability for the role, such as criminal history.

## **Third Parties**

We will primarily collect personal information directly from you. We may collect personal and sensitive information about you from third parties or public sources, including recruitment agencies who assist us with the recruitment and onboarding process and third-party service providers who provide screening checks. As the third parties that we engage may change over time, you may contact the Data Protection Officer at the contact details listed below to receive updated information about the third parties that may have collected personal information from you on our behalf.

## **Purposes for which we collect, hold, use and disclose personal information**

We will collect, use and disclose your personal information to allow us to proceed with our recruitment process and to determine the suitability of your application with us. During the recruitment process, we may use or disclose your personal information including but not limited to:

- conduct psychometric assessments;
- conduct criminal and reference checks;
- communicate with you;
- comply with legal obligations; and
- conduct other hiring or recruitment processes to ensure your suitability for the role.

If you do not provide us with your personal information, we may not be able to proceed with your application.

## Disclosure of personal information

To serve the processing purposes described above, we may share personal information with the following categories of recipients:

- **Suppliers, service providers, and third parties:** We share personal information with suppliers and service providers to enable such parties to perform functions on our behalf and under our instructions in order to carry out the purposes identified above. These include recruitment website service providers; infrastructure and IT services providers; and third party consultants who provide us with support in respect of business analytics. We require such parties to provide reasonable security for personal information and to use and process such personal information on our behalf only.

If you have questions about the parties with which we share personal information, please contact us via the details specified below.

## Disclosure of personal information overseas

While our preference is to limit the transfer of personal information to Australian recipients where possible, on occasion we may disclose personal information to overseas recipients, including but is not limited to:

| Category of recipient                                | Location                                                                          | Purposes                                                                                                                                                                                                                     |
|------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Affiliates                                           | Various countries including Singapore, Philippines, Japan, and the United States. | Human resources administration<br>Internal reporting<br>Talent management<br>Enterprise management<br>Business continuity                                                                                                    |
| Third-party vendors                                  | Various countries including the United States                                     | Employee screening<br>Recruitment processes<br>Visa processing<br>Use of cloud-based human resources management and enterprise management platforms<br>Data storage<br>Procuring information technology maintenance services |
| Regulators, governmental bodies, and law enforcement | Various countries including jurisdictions that the Hitachi group operates in      | Compliance purposes                                                                                                                                                                                                          |

- The above list is not exhaustive and subject to changes from time to time at the discretion of Hitachi with due regard to the protection of privacy of your personal

data

If you have questions about the parties with which Hitachi shares Personal Data outside Australia, please contact the Data Protection Officer via the details specified below.

Where it is necessary to disclose your information overseas, we will take reasonable steps to protect your information against misuse, loss and unauthorised access, and will ensure the recipient complies with relevant local privacy laws.

## **Security of personal information**

We have implemented technical and organizational measures in an effort to safeguard the personal information in our custody and control. Such measures include:

- minimised collection of personal data
- authentication and access controls (such as good password practices, need-to-basis for data disclosure, etc.)
- up-to-date antivirus protection
- regular patching of operating system and other software
- securely erase storage media in devices before disposal
- web security measures against risks
- usage of one-time password (otp), 2-factor authentication (2fa) or multi-factor authentication (mfa) to secure access
- security review and testing performed regularly

## **Access and correction to your personal information**

We aim to make sure that the personal information we collect, use or disclose is accurate, complete and up to date. If your information is not correct or needs updating, please contact the Data Protection Officer using the contact details as indicated below. You can also request to access your personal information we hold about you by contacting us using the contact details set out at the end of this Policy.

We will respond to your request as soon as reasonably possible. In general, our response will be within thirty (30) calendar days. Should we not be able to respond to your access request within thirty (30) calendar days after receiving your access request, we will inform you of the time by which we will be able to respond to your request. If we are unable to provide you with any Personal Information or to make a correction requested by you, we shall generally inform you of the reasons why we are unable to do so (except where we are not required to do so under local laws).

## **How long we retain personal information**

If your application is unsuccessful, we may retain your personal information so long as it is necessary for the purposes for which it was collected, as required by law or for seven (7) years from the last unsuccessful application with us. We may contact you if any new role arises.

## **Policy Updates**

We review our policies, notices and procedures to keep up to date with changes in the law, and industry norms. As a result, we may update and change this Privacy Policy from time to time.

## Privacy Policy Enquiries

If you have any queries or complaints about our Privacy Policy please contact us at:

|                |                                                                                  |
|----------------|----------------------------------------------------------------------------------|
| Name           | Abhishek Agrawal                                                                 |
| Designation    | Data Protection Officer                                                          |
| Contact Number | + 84909266222                                                                    |
| Email Address  | <a href="mailto:aagrawal@hitachisolutions.com">aagrawal@hitachisolutions.com</a> |
| Address        | Tower B, Level 6, 26 Talavera Road, Macquarie Park, NSW 2113                     |

## Complaints

If you have a complaint about the handling, use or disclosure of your personal information, write to the Data Protection Officer at the contact details above. We will investigate your complaint and advise you of the outcome as soon as possible.

In order to resolve a complaint, we:

1. will liaise with you to identify and define the nature and cause of the complaint
2. may request that you provide the details of the complaint in writing
3. will keep you informed of the likely time within which we will respond to your complaint, and
4. will inform you of the legislative basis (if any) of our decision in resolving such complaint.

## Your record of consent for the collection of sensitive information and overseas transfer of personal information

| Job Applicant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |      |
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| <p>By signing below, I confirm that I have read and understood this document and where required consent to the collection of my sensitive information in accordance with this document.</p> <p>I also expressly agree and consent to the disclosure, transfer, storing or processing of my personal information outside of Australia. In providing this consent, I understand and acknowledge that countries outside Australia do not always have the same privacy protection obligations as Australia in relation to personal information.</p> <p>The <i>Privacy Act 1988</i> requires us to take such steps as are reasonable in the circumstances to ensure that any recipients of your personal information outside of Australia do not breach the privacy principles contained within the <i>Privacy Act 1988</i>. By providing your consent, under the <i>Privacy Act 1988</i>, the Company is not required to take such steps as may be reasonable in the circumstances. However, despite this, we acknowledge the importance of protecting personal information and have taken reasonable steps to ensure that your information is used by third parties securely and in accordance with the terms of this Privacy Policy.</p> |           |      |
| Job Applicant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Signature | Date |
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