

# **RECRUITMENT**

## **PRIVACY NOTICE**

HC Consumer Finance Philippines, Inc. ("Home Credit Philippines") respects the privacy of our customers and users of our online platforms such as this website and our mobile applications. We strive to embed privacy in all of our processes in compliance with Republic Act No. 10173 also known as the Data Privacy Act of 2012, its implementing rules and regulations, and other issuances of the National Privacy Commission.

We recognize the importance of protecting your personal information as well as the importance of transparency in the way that we collect, use, store, transfer/disclose, and dispose information derived from your employment application and employment relationship with us.

This notice covers the processing of personally identifiable information which you submit in relation to your employment application with Home Credit Philippines.

### **Personally Identifiable Information**

"Personally identifiable information" is information that can be used to uniquely identify an individual such as name, password, age, civil status, gender, mailing address, email address, telephone number, mobile number, and other personal details which may be found in your *curriculum vitae* or resume. We also consider personal information and sensitive personal information as defined under the Data Privacy Act of 2012 as personally identifiable information.

### **Collection of Information**

We collect personally identifiable information when you submit your walk-in application through our recruitment hubs, by submissions through our website, through Home Credit's or third party online job portals with whom we are partners. You are accountable for the content of the information you provide to us and you must ensure it is legal, honest, truthful, accurate and not misleading in any way.

You may be asked to submit personally identifiable information of other persons who will serve as character references. By sharing their personally identifiable information, you hereby represent to Home Credit that you have obtained their consent for the processing of their personally identifiable information.

With your consent, Home Credit Philippines may collect your name, mobile number and email address connected to Facebook and Gmail. External websites and companies with hyperlinks to and from Home Credit Philippines' online platforms may collect personally identifiable information about you when you visit their websites. This privacy notice does not extend to those external websites and companies. Please refer directly to their privacy notice regarding their handling of your personally identifiable information.

## **Purpose**

The personally identifiable information you provide will be processed for Home Credit's recruitment functions and for related management, information, planning and record-keeping purposes. This will include determining whether you are a suitable applicant for any role that you apply for, including shortlisting, arranging interviews, selection and preparing a suitable job offer.

In addition, Home Credit will process the personally identifiable information you provide to communicate with you about the status of your job application; to comply with any applicable laws and regulations or in connection with any mandatory legal requirements and legal claims; to manage the relationship between you and Home Credit; to monitor and record services whether provided by Home Credit or a third party; to inform you about new vacancies and events relevant to our recruiting initiatives, in particular for graduates and to communicate with credit reference and information agencies (such as for background checks, screenings, references and other quantitative and qualitative testing purposes), where appropriate and as permitted under applicable local laws. If you opt into Home Credit candidate database, personal information about you will be used for the purposes of considering whether your profile is suitable for other job vacancies at Home Credit.

Our background and credit checks may include but are not limited to consultations with credit bureaus, the National Bureau of Investigation, educational institutions, previous employers, and character references.

## **Scope and Method of Processing and Data Sharing**

Access to personal information about you will be limited to those Home Credit employees, temporary staff, vendors and contractors who have a business need to access such personal information and may include recruiters, human resources personnel, technical services personnel, managers, and/or their respective designees. Home Credit will not sell or rent personal information about you to third parties for marketing purposes without your explicit consent. Home Credit may share personal information about you with selected service providers or consultants acting on our behalf, such as third parties assisting Home Credit with the operation of our websites. Those third parties will be required to protect personal information consistent with the terms of this Notice.

Home Credit may also disclose personal information about you to serve legitimate business interests or to comply with legal obligations, such as to:

- Protect the legal rights, privacy or safety of Home Credit or its employees, agents and contractors;
- Protect the safety and security of visitors to our websites or other properties;
- Protect against fraud or other illegal activity or for risk management purposes;
- Respond to inquiries or requests from public or other authorities;
- Permit us to pursue available remedies or limit the damages that we may sustain;
- Enforce our Terms and Policies; or
- Comply with the law or regulation or legal process.

### **Storage and Security of Personally Identifiable Information**

Personally identifiable information provided to Home Credit Philippines are stored in a secure database under our control. We have taken reasonable and appropriate steps to protect the information you share with us, including, but not limited to, physical and technical security controls, equipment, and software to prevent unauthorized access, use or disclosure of personally identifiable information.

We also have organizational controls around the retention of your personally identifiable information. We retain the information you share with us only for the reasonable period necessary for us to deliver our services, to meet legitimate business purposes, and to comply with retention periods provided by other laws governing Home Credit.

### **Data Subject Rights**

Under the Data Privacy Act, you have the right to be informed, the right to object, the right to access, the right to rectification, the right to erasure or blocking, the right to damages and the right to file a complaint. If you wish to exercise any of these rights, you may contact us at (02) 753 5711. We may decline requests that are excessively repetitive, require disproportionate technical effort, jeopardize the privacy of others, or are extremely impractical or unreasonable.

### **Contact Home Credit Philippines's Data Protection Officer (DPO)**

Home Credit Philippines' Data Protection Officer provides support for any data privacy related inquiries or complaints. You may contact Home Credit Philippines' DPO through the following information:

**Office Address:** 16/F Ore Central Bldg., 31st Street, Taguig City, Philippines

**Email address:** [dpo@homecredit.ph](mailto:dpo@homecredit.ph)

Individuals with inquiries or complaints regarding our privacy practices should first contact our DPO. Our DPO will always use reasonable efforts to address and settle any requests or complaints brought to our attention.