

Philippine Job Applicant Privacy Notice

Effective Date: September 1, 2022

Many thanks for your application at **Tenerity Philippines Corp.**, its parent company, Trilegiant Corporation, and/or their respective business units, operating companies, parents and subsidiaries (collectively, the "**Company**" or "**we**" or "**our**" or "**us**"). This Philippine Job Applicant Privacy Notice shall provide you with information on how the Company collects, processes and uses your personal data ("Privacy Notice"). For the purpose of this Privacy Notice, the personal information data controller is Tenerity Philippines Corp.

We are committed to respecting your privacy and recognizing the need for appropriate protection of your personal information shared with us. The objective of this Privacy Notice is to protect your rights and privacy and to comply with applicable data protection laws by implementing appropriate privacy principles and controls. By accepting the terms of this Privacy Notice at the time of applying for a job opportunity with us, you expressly give your consent to use, process and disclose your personal information in accordance with this Privacy Notice.

Collection, Processing and Use of Applicant Data

We as a data controller collect, process and use the following categories of personal data about an applicant ("**Applicant**" or "**you**" or "**your**") in connection with a job application: **master data** (such as name, gender, date of birth, citizenship), **contact details** (such as home address, home phone number, private email address), **emergency contact details** (person and contact information to be contacted in case of an emergency if provided by Applicant), **educational background and professional experience** (such as degrees, diplomas, information on educational institutions and schools, language skills, other professional skills, training certificates, information on prior job history); **references** (such as prior employer, references at educational institutions or as otherwise provided by Applicant); **certificates** (such as copies of school and training certifies; copies of reference letters as provided by Applicants); **interview notes; background checks; compensation and bonus information; other information contained in the CV/résumé.**

Purposes of Collection, Processing, Retention, and Use of Applicant Data

We collect, process, retain, and use your personal data for the following purposes: to assess the application, to carry out interviews, to determine a potential position, to make a hiring/acceptance decision, to process requests from Applicant, and other incidental matters necessary for the employment. In case your application is initially unsuccessful, we may nevertheless retain your personal data, for a period not to exceed 1 year, for future consideration or employment.

Transfer of Applicant Data to Company Affiliates, to Third Parties and to Service Providers

We may transfer your personal data to any of our affiliates that are involved in the hiring/acceptance process. This includes only a limited number of restricted individuals within human resources, legal, finance and IT departments as well as the potential line managers of the open position (i.e., only persons with assigned responsibility or managerial responsibility) who will receive access. Such other affiliates may have access to your personal data on a need-to-know basis and for the limited purposes identified in the section titled Purposes of Collection, Processing, Retention, and Use of Applicant Data above.

We and our affiliates may contract with third party service providers as part of our normal business operations to carry out certain human resources/ employment related tasks. We and our affiliates will (i) diligently choose such third party service providers, and (ii) ensure that such third party service providers adopt adequate technical and organizational security measures to safeguard your data, and use your data only as instructed by us and our affiliates, and for no other purpose.

Rights of the Job Applicants

You have the following rights regarding our handling of your personal information, subject to the limitation as per the applicable data protection laws such as the Philippines' Data Privacy Act of 2012:

- Access, Correction or Deletion Request

If you wish to make an access request for access to a copy of your personal information which we hold about you, you may submit your request in writing or via email to privacy@tenerity.com.

- Revocation of consent

You can request a deletion of your personal information at any time by requesting in writing or via email to privacy@tenerity.com. However, please note that if you withdraw your consent, then we have a right to cancel your interview and the recruitment process.

- Complaint

You also have a right to file a complaint with the relevant data privacy regulator for any violation by us of your data privacy rights.

Your Complaints about processing of Applicant Data

You should report any complaints about processing of your personal data to privacy@tenerity.com. The Company will investigate and attempt to resolve the complaint.

Information and consent of third parties

You are responsible for informing and obtaining the consent of any third parties if you provide such third parties' personal data to us as part of your employment application (e.g. references or emergency contact details).

Modification to this Privacy Notice

We reserve the right to update, change or modify this Privacy Notice at any time. The update, change or modification to this Privacy Notice shall come into effect from the time you are notified of such update, change or modification.

Retention

We or our affiliates will retain your personal data only for as long as necessary for the fulfillment of the purposes as listed in section titled of Collection, Processing, Retention and Use of Applicant Data above, as well as for the establishment, exercise or defense of legal claims, or for other legitimate business purposes, or as provided by law.

Data Protection Officer

In case you have any questions, complaints and/or grievances in relation to the processing of your personal information, you can contact our Data Protection Officer under our postal address with the addition "Data Protection Officer" or via e-mail to:

Data Protection Officer
Tenerity Philippines Corporation
The W Fifth Avenue,
5th Avenue, Taguig, Metro Manila
Email: privacy@tenerity.com

Disclaimer

In case any of your personal information is shared by you with us that is not requested by us in relation to the interview and recruitment process, we will not be liable for any information security breach or disclosure in relation to such information.

Please note that once you are employed by the Company, we may transfer your Applicant data to your personnel file with us.