RECRUITMENT NOTICE AND CONSENT FORM

I. Introduction

This Recruitment Notice and Consent Form ("RNCF") reflects Sagility Philippines B.V. Branch Office ("Sagility/Company") commitment to ensure that all applicants for employment through SAGILITY's Recruitment Portal, as data subjects, are adequately informed of the purpose, scope and extent of the organization's processing activities with respect to your personal data. Furthermore, we endeavor to obtain your informed consent to continue processing your personal data for purposes of placement within SAGILITY in accordance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012 ("Data Privacy Act"), its corresponding Implementing Rules and Procedures ("IRR"), and the existing Memorandum Circulars and Advisories issued by the National Privacy Commission ("NPC").

II. Collection and Use of Personal Information

A. Scope, Purpose and Extent of Personal Data Processing

Personal Information, in general, 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, or when put together with other information would directly and certainly identify an individual. On the other hand, *Sensitive Personal Information* refers to personal information:

(a) About an individual's race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations;
(b) About an individual's health, education, genetic or sexual life of a person, 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;
(c) 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
(d) Specifically established by an executive order or an act of Congress to be kept classified.

SAGILITY collects and processes both personal and sensitive personal information through its Recruitment Portal. Such personal data includes, among others, personal details, contact information, prior employment information, and citizenship. SAGILITY collects such personal data directly from you for the purpose of reviewing and assessing your qualifications for employment.

In the collection and processing of your personal data, only authorized personnel from SAGILITY Human Resource and Recruitment Offices are allowed access thereto and only for the purposes enumerated above. These personnel are authorized specific to their function and in accordance to the procedures for application and approval established by the Office of the Data Protection Officer (DPO) of SAGILITY. Additional access provided to personnel not belonging to the aforementioned offices may be

provided on a case to case basis only upon approval by the Office of the DPO and in consonance with the purposes enumerated above.

Your personal data will be securely stored in SAGILITY data centers covered by appropriate physical, technical and organizational measures in compliance with the requirements of the Data Privacy Act, its IRR, and the existing Memorandum Circulars and Advisories issued by the NPC to ensure that: a) they remain secure while in our custody and accessible only by authorized personnel and under secure processes; and b) that the use of the said information remains proportional and limited to the legitimate purposes specified above.

III. Personal Data Retention and Disposal

Your personal information will only be retained only for as long as is necessary for the fulfillment of the declared, specified, and legitimate purposes provided above, or when the processing is relevant to the purpose. After which, personal data shall be disposed or discarded in a secure manner that would prevent further processing, unauthorized access, or disclosure to any other party or the public, or prejudice the interests of the data subjects.

IV. Your Rights as a Data Subject

1. **The Right to be Informed** – This RNCF honors your right to be informed of whether personal information pertaining to you will be, are being, or were processed, including its disclosure to third parties, if any. As you will see above, we endeavored: i) to provide you with a description of the personal information we collect and process pursuant to purposes enumerated above; ii) to obtain your consent; iii) to explain the scope and method of the collection and sharing; and iv) the recipients of the personal information collected and shared.

2. **The Right to Object** - You have the right to subsequently object to the processing of your data. However, this may adversely affect your employment opportunity with SAGILITY since the same are necessary for purposes of reviewing and assessing your qualifications. Should there be any changes in the information provided to you in this RNCF, you should be informed of such changes and your consent thereto obtained before such changes are implemented.

3. **The Right to Withdraw Consent Anytime** - You have the right to withdraw your consent to this RNCF anytime. However, for the same reason, this may adversely affect your employment opportunity with SAGILITY. Likewise, your subsequent withdrawal of consent will not retroactively hold SAGILITY liable for any disclosures made on previously given consent.

4. **The Right to Access, Erasure and/or Blocking** - You have the right to request for a copy of any personal data we hold about you, including the sources from which such information was collected and to whom the same is shared. You have the right to have it corrected or revised if you think it is inaccurate or incomplete, subject to the submission of sufficient proof establishing the same. You have the right to suspend, withdraw or order the blocking, removal or destruction of your personal information should you a) discover that it is incomplete, outdated, false, unlawfully obtained, used for an unauthorized purpose, no longer necessary for the

abovementioned purposes; b) withdraw your consent thereto; or c) discover violations of your right as a data subject.

5. **The Right to Damages** - You have the right to be indemnified for any damages sustained due to any violations of your rights as a data subject.

V. Contact Us

If you have any questions, concerns, objections about this RNCF, and our personal information processing activities please contact us through the following:

Data Privacy Officer	
E-mail	phdpo@sagilityhealth.com
Office Address	11th Floor, Sagility Philippines B.V. Branch Office, Zeta Tower, E.Rodriguez Jr. Avenue Corner Ortigas Avenue, Bridgetowne West Ugong Norte 1110, Quezon City, Metro Manila, Philippines

VI. Conformity

By clicking "Accept and Proceed" hereto, you hereby acknowledge that you have been fully informed and understand all of the terms and conditions of SAGILITY's personal information processing activities and that you have freely and voluntarily expressed your consent and conformity thereto.

Authority to Retain Data for Future Placement

By clicking "I agree" hereto, in the event that my original application does not result in my employment, I hereby expressly request and authorize Sagility Philippines B.V. Branch Office ("Sagility/Company") to retain my profile in its recruitment database for future consideration in new employment opportunities that may arise within the organization.