

# Privacy Policy for applicants

Vietnam Production Office works to protect your privacy when applying for a job with us or submitting an expression of interest letter. In this policy, you obtain information about how we treat and protect the personal data which you disclose to us.

We register the details and the data you give us in connection with your application. This also includes information which we receive together with your application.

Vietnam Production Office has a policy of not requesting, sensitive information from job applicants. Thus, do not provide sensitive information e.g. race/ethnic origin, political views, religious/philosophical convictions, trade union membership, health, sexual orientation, or any other information when submitting your application/expression of interest letter to us.

When you send us a job application, at the same time you consent to our processing your personal data in a recruitment process.

Your data will be used in order to assess your application and check the information you have provided. We will also use your data in order to reply to your application and to invite you to an interview if your profile fits a vacant position.

Your information is processed in Vietnam, but stored in the United Kingdom. Vietnam Production Office is responsible for your personal data and is subject to the personal data legislation in Vietnam. Only those persons who are involved in recruitment have access to your data in a recruitment matter. Services from third party may be used in the recruitment process to meet Vietnam Production Office commitment to you.

We have taken technical and organisational measures to protect your data against, e.g. loss, manipulation or unauthorised access. We continuously adapt our security measures to ongoing technical developments. Your personal data remains in our database for 18 months after the most recent update.

You are entitled to contact us and review the personal data which is registered concerning you. If it is incorrect, incomplete or irrelevant, you can request that the data be corrected or deleted at any time.

Contact Vietnam Production Office if you have any questions about your application or your personal data. Contact details are available under "Contact us".

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Cookies

A cookie is a small piece of data (text file) that a website – when visited by a user – asks your browser to store on your device in order to remember information about you, such as your language preference or login information. Those cookies are set by us and called first-party cookies. We also use third-party cookies – which are cookies from a domain different than the domain of the website you are visiting – for our advertising and marketing efforts. More specifically, we use cookies and other tracking technologies for the following purposes:

### Strictly Necessary Cookies

These cookies are necessary to maintain our services and cannot be switched off. They are usually only set in response to actions made by you, such as creating an account or saving a wish-list for later. You can set your browser to block or alert you about these cookies, but that can make some parts of the site not work. These cookies do not store any personally identifiable information.

Strictly Necessary Cookies		
Cookie Subgroup	Cookies	Cookies used
hm.com	<u>.ga</u> , <u>.gid</u> , <u>.gat</u>	First Party
career.hm.com	<u>OptanonAlertBoxClosed</u> , <u>ISESSIONID</u> , <u>NSC xxxxxxxxxxxxxxxx</u> , <u>OptanonConsent</u> , <u>NSC WTFSW-MC-DBSFFS-IUUQ</u>	First Party
<u>youtube.com</u>	YSC	Third Party

### Functional Cookies

These cookies enable the website to provide enhanced functionality and personalisation. They may be set by us or by third party providers whose services we have added to our pages. If you do not allow these cookies, then some or all of these services may not function properly.

Functional Cookies		
Cookie Subgroup	Cookies	Cookies used
career.hm.com	<u>._atuvc</u> , <u>._atuvs</u>	First Party

Functional Cookies		
Cookie Subgroup	Cookies	Cookies used
<a href="#">addthis.com</a>	xtc, uvc	Third Party
<a href="#">s7.addthis.com</a>	__atuvs, __atrfs, __atuvc	Third Party

### Marketing cookies

When you accept marketing cookies, you give us your consent to place cookies on your device to provide you with relevant content that fits your interests. These cookies may be set through our site by our advertising partners or us, to build a profile of your interests and show you relevant content on our and third-party sites. To be able to deliver content that fits your interests, we will use your interactions together with personal information you have provided to us on our site. To present you with relevant content on third-party sites, we will share this information and a customer identifier such as an encrypted email-address or device id with third parties, such as advertising platforms and social networks. To make the content as interesting as possible for you, we may link this data across the different devices you use. If you choose not to accept marketing cookies, we will not place such cookies on your device, and you may experience less relevant content from us.

Marketing cookies		
Cookie Subgroup	Cookies	Cookies used
<a href="#">linkedin.com</a>	li_gc, lang, AnalyticsSyncHistory, bcookie, lidc, UserMatchHistory	Third Party
<a href="#">doubleclick.net</a>	IDE, test_cookie	Third Party
<a href="#">ads.linkedin.com</a>	lang	Third Party
<a href="#">www.linkedin.com</a>	bcookie	Third Party