

CANDIDATE PRIVACY NOTICE

Vietnam Investors Service and Credit Rating Agency Joint Stock Company (“**VIS Rating**”) respects and values your privacy and takes appropriate measures to protect it.

For the purpose of conducting the recruitment process for employment opportunities at VIS Rating, VIS Rating and/or its data processor(s) may process your personal data. For the purposes of this Notice, “processing” of Personal Data means any operation or set of operations performed on personal data, including, without limitation, collection, analysis, aggregation, encryption, decryption, modification, deletion, destruction, de-identification, provision, disclosure, transfer, and any other activity affecting personal data.

This Notice explains the categories of personal data we collect, the purposes for which your personal data is processed, and other matters relating to the processing of your personal data during your application process with VIS Rating.

This Notice is prepared in accordance with the Personal Data Protection Law 2025 and Decree No. 356/2025/ND-CP, as amended and supplemented from time to time (collectively, the “**Personal Data Protection Laws**”). Under the Personal Data Protection Laws, you, as an applicant, are deemed a **Personal Data Subject**, and **VIS Rating** acts as the **Personal Data Controller and Processor** of your personal data.

1. PERSONAL DATA COLLECTED BY VIS RATING

For the purposes of this Notice, “**Personal Data**” means any information expressed in the form of symbols, letters, numbers, images, sounds, or similar forms in any environment that relates to, or helps identify, a specific individual.

We may collect your Personal Data directly from you when you apply for a position at VIS Rating, through VIS Rating’s official website, or from third parties engaged by VIS Rating for recruitment purposes.

As an applicant, you are responsible for ensuring the accuracy and completeness of the Personal Data you provide to VIS Rating during the application process. Your Personal Data may generally be categorized into two groups: Basic Personal Data and Sensitive Personal Data. Examples of each category are set out below for reference purposes.

- **Basic Personal Data:** Full name, date of birth, gender, email address, telephone number; residential and/or contact address; personal image, curriculum vitae (CV), educational background, academic qualifications and certificates, skills, employment history and professional experience, referee/reference information; and any other information voluntarily provided by you in connection with your application..
- **Sensitive Personal Data:** VIS Rating does not require applicants to provide Sensitive Personal Data. However, certain information voluntarily included by you in your application documents may constitute Sensitive Personal Data under the Personal Data Protection Laws, including, without limitation: religion, health information, and criminal record. We recommend that you carefully consider and limit the provision of such information where possible. Any processing of Sensitive Personal Data will be carried out only to the extent necessary for legitimate purposes related to assessing your suitability for employment opportunities at VIS Rating.

You must ensure that any third-party information (for example, referees or family members) provided to VIS Rating has been disclosed with the relevant individual's consent.

2. PURPOSES OF DATA PROCESSING

Your Personal Data shall be processed solely for the following purposes:

☒ Recruitment process with the following steps:

- a) Receiving, evaluating, and shortlisting applications;
- b) Communicating with you throughout the recruitment process;
- c) Conducting interviews, assessments, and verification checks where necessary;
- d) Preparing employment-related documentation should you be selected for employment; and;
- e) Managing requests and complying with applicable legal and regulatory obligations.

☒ Retain your application records in its candidate database for a maximum period of three (03) years to consider you for future employment opportunities that may be suitable for your qualifications in the event that you are not selected in the current recruitment process. Subject to your consent, VIS Rating may contact you in the future to confirm your continued interest in a new employment opportunity and initiate a new recruitment process.

By selecting 'I Agree' or a similar acknowledgement mechanism, you confirm that you have read and understood this Candidate Privacy Notice and consent to the processing activities described herein

Note: Where you apply through VIS Rating's website or through a third-party recruitment platform, your selection of "**AGREE**," "**CONFIRM**," or any equivalent option in relation to this **Candidate Privacy Notice** shall constitute your acknowledgment and acceptance of the entire contents of this **Candidate Privacy Notice**, including the two purposes described above. For purposes consistent with the relevant technical consent mechanism, the checked boxes corresponding to such purposes shall serve as the legal basis for VIS Rating to commence processing your application.

Nothing herein shall limit your right to submit a separate notice to VIS Rating withdrawing your consent for the Talent Pool Retention purpose described above. If VIS Rating receives such notice and you have not been hired by VIS Rating, VIS Rating will review, confirm, and proceed with the deletion and destruction of your information in accordance with applicable requirements.

Other Purposes Permitted or Required by Law

In addition to the foregoing purposes, VIS Rating may process your Personal Data without obtaining your prior consent where such processing is required or permitted by applicable law. Under the Personal Data Protection Laws, such circumstances may include:

- Protecting the life, health, dignity, honor, lawful rights, and legitimate interests of you or another individual in emergency situations;
- Protecting the lawful rights and legitimate interests of VIS Rating, other persons, the State, or governmental authorities and organizations where necessary to prevent infringements upon such interests;
- Addressing emergency circumstances, national security threats, riot prevention, anti-terrorism measures, crime prevention, and investigations of legal violations;
- Supporting the operations of public authorities and state administration activities in accordance with law;
- Performing agreements entered into by the Personal Data Subject with relevant organizations, entities, or individuals as permitted by law; and
- Other circumstances prescribed by applicable law.

If you are successfully recruited by VIS Rating, the processing of your Personal Data thereafter will be governed by VIS Rating's Employee Personal Data Protection Policy.

3. RIGHTS AND OBLIGATIONS OF PERSONAL DATA SUBJECTS

3.1. Rights of Personal Data Subjects:

You have the right to:

- a) Be informed about the processing of your Personal Data;
- b) Provide or withhold consent and withdraw your consent for the processing of your Personal Data;
- c) Access, review, amend, or request correction of your Personal Data;
- d) Request provision, deletion, restriction of processing, or object to the processing of your Personal Data;
- e) Lodge complaints, denunciations, legal claims, and seek compensation for damages in accordance with applicable law; and
- f) Request competent authorities or organizations and individuals involved in the processing of Personal Data to implement measures and safeguards to protect your Personal Data in accordance with applicable law.

3.2. *Obligations of Personal Data Subjects:*

You are responsible for:

- a) Protecting your own Personal Data;
- b) Respecting and protecting the Personal Data of others;
- c) Providing complete and accurate Personal Data as required by applicable law, contractual arrangements, or when consenting to the processing of your Personal Data; and
- d) Complying with personal data protection laws and supporting efforts to prevent violations involving Personal Data.

3.3. *Principles Governing the Exercise of Rights and Obligations:*

In exercising your rights and fulfilling your obligations, you must:

- a) Comply with applicable laws and contractual obligations, and exercise such rights and obligations solely for the purpose of protecting your own lawful rights and legitimate interests;
- b) Not obstruct or interfere with the lawful rights and obligations of personal data controllers, controller-processors, or processors; and
- c) Not infringe upon the lawful rights and legitimate interests of the State, organizations, institutions, or other individuals.

4. VIS RATING'S PERSONAL DATA PROTECTION MEASURES

Protecting your Personal Data is a priority for VIS Rating. To prevent unauthorized access, loss, misuse, or disclosure of Personal Data, VIS Rating may implement some or all of the following technical and organizational safeguards, depending on the relevant processing activities:

- **Encryption:** This measure converts Personal Data into an unreadable format that cannot be accessed or understood without the appropriate decryption key. VIS Rating applies encryption measures when transmitting and storing Personal Data.
- **Firewalls:** Firewalls are network security systems that monitor and control incoming and outgoing network traffic to prevent unauthorized external access, protect servers and internal networks, and reduce the risk of cyberattacks.
- **Data Backup:** Regular data backup procedures are implemented to help ensure that Personal Data is not lost in the event of incidents such as equipment failures, natural disasters, or cyberattacks.
- **Authentication:** VIS Rating implements multi-factor authentication measures, including passwords, one-time passwords (OTP), fingerprint recognition, and facial recognition technologies, to control and manage access to systems and platforms containing Personal Data.
- **Access Management and Authorization Controls:** These organizational measures focus on the management of personnel and processes to ensure that Personal Data is processed only by

authorized individuals and in accordance with the authorities, procedures, and principles prescribed under VIS Rating's internal policies.

- **Training:** VIS Rating conducts awareness training to enhance employees' understanding of information security and data protection, and to equip them with the knowledge and skills necessary to safeguard confidential information and Personal Data in the course of their work.
- **Incident Response Procedures:** In the event of a Personal Data breach or leakage incident, VIS Rating personnel are required to follow established incident response procedures designed to promptly detect, contain, investigate, and remediate the incident, while minimizing any resulting harm to the greatest extent possible.
- **Confidentiality Agreements:** Where appropriate, VIS Rating and parties involved in the processing of Personal Data are required to enter into confidentiality undertakings to ensure that suitable measures are implemented to protect Personal Data. Such parties may be held legally accountable for risks, breaches, or incidents arising from their failure to comply with applicable confidentiality obligations.
- **Risk Assessments:** VIS Rating may conduct internal independent reviews or engage third-party specialists to assess potential risks of unauthorized access, leakage, disclosure, or compromise of Personal Data within its Personal Data processing activities and workflows.

5. CONTACT INFORMATION

If you have any questions regarding this Notice, the processing of your Personal Data, or wish to provide feedback, please contact VIS Rating's Personal Data Protection function at:

Legal and Compliance Division

Vietnam Investors Service Rating Joint Stock Company

Room 2709, 27th Floor – West Tower, Lotte Center Hanoi, 54 Lieu Giai Street, Giang Vo Ward

Hanoi, Vietnam

Telephone: (+84) 24 3388 6000

Email: compliance@visrating.com

6. VALIDITY, AMENDMENTS, AND UPDATES

This Candidate Privacy Notice shall take effect on **1 January 2026**.

VIS Rating may amend or update this Notice from time to time to reflect changes in its use of Personal Data, developments in the Personal Data Protection Laws, or changes in other applicable laws and regulations.

Any updated version of this Notice will be published on VIS Rating's recruitment channels and/or third-party platforms engaged by VIS Rating for recruitment purposes. Unless otherwise specified, the updated Notice shall become effective immediately upon publication.