



PRIVACY NOTICE

This Privacy Notice describes how the following entities:

- **Baker & McKenzie (Vietnam) Ltd.**, having the registered address at 15th Floor, Vietcombank Tower, 5 Me Linh Square, Ben Nghe Ward, District 1, Ho Chi Minh City; and its Branch in Hanoi, having the registered address at Unit CP2.04.02, 4th Floor, Tower 2, Capital Place, 29 Lieu Giai Street, Ngoc Khanh Ward, Ba Dinh District, Hanoi City;
- **BMVN International LLC**, having the registered address at Unit CP2.04.01, 4th Floor, Tower 2, Capital Place, 29 Lieu Giai Street, Ngoc Khanh Ward, Ba Dinh District, Hanoi City; and its **Branch in Ho Chi Minh City**, having the registered address 15th Floor, H.PVD, Vietcombank Tower, 5 Me Linh Square, Ben Nghe Ward, District 1, Ho Chi Minh City; and
- **B&M Services Vietnam Limited Liability Company**, having the registered address at Unit CP2.04.03, 4th Floor, Tower 2, Capital Place, 29 Lieu Giai Street, Ngoc Khanh Ward, Ba Dinh District, Hanoi City

(collectively referred to as the "**Firm**")

act as the Personal Data Controller in relation to the Personal Data (defined below) of job applicants to the Firm ("**Job Applicants**").

In this Privacy Notice, "**Personal Data**" means information in the form of symbols, letters, numbers, images, sounds or the like in electronic environment, associated with you or helping to identify you. Personal Data includes basic Personal Data and sensitive Personal Data.

1. Collection of Personal Data

The Firm collects the following categories of Personal Data about you:

- Basic Personal Data, including but not limited to:
 - identification data, such as name, marital status, ID/passport number, personal email address, nationality, date and place of birth, gender, national insurance number, personal images, personal tax identification number;
 - contact details, such as permanent address, telephone number and email address;
 - curriculum vitae details, qualifications, skills, experience, education history and employment history, including start and end dates, with previous employer(s);
 - professional license(s), permit(s) and/or certificate(s);
 - information from any interviews, tests or assessments;
 - information you have publicly shared on professional networks (such as LinkedIn) or other social media which may be accessed by prospective employers in accordance with applicable data protection laws;
- Sensitive Personal Data, including:
 - health and medical data, including but not limited to healthcheck records for recruitment;

- criminal records data, in the event that the Firm has conducted or received the results of criminal records background checks in relation to the Job Applicant (where relevant and appropriate to the relevant role);
- data on race or ethnicity;
- data on sexual life and sexual orientation where this has been provided voluntarily to the Firm;
- banking and payment data and information, such as customer identification information of a credit institution in accordance with current laws, account information and transaction information.

2. Processing purposes of the Firm

The purposes for which the Firm processes Job Applicants' Personal Data are as follows:

- (a) **Job application administration-related purposes**, including:
 - For the purposes of assessing the Job Applicant's suitability for the role, and where relevant, offering the Job Applicant a job with the Firm;
 - Ensuring compliance with our legal and regulatory obligations by carrying out due diligence checks on the Job Applicant (e.g., checking references in relation to the Job Applicant's education and employment history);
 - Ensuring the security and safety of the Firm's assets and of other persons inside our premises including crime prevention during the Job Applicant's interviews or other visits.
 - Future job opportunities: for the purposes of contacting Job Applicants from time to time about opportunities at the Firm.
 - Administering and improving the Firm's recruitment process.
- (b) **System access and management-related purposes**: Providing IT systems, accounts, access to our premises and support.
- (c) **Internal compliance-related purposes**: Monitoring and ensuring compliance with applicable internal policies and procedures.
- (d) **Authority-related purposes**: Responding to and complying with legal requests from regulators or other authorities.
- (e) **Regulatory-related purposes**: Complying with applicable laws, regulations, and employment-related requirements.

3. Legal bases for the Firm's processing of Personal Data

The legal bases for the Firm's processing of Job Applicants' Personal Data specified in section II above are as follows:

- The Job Applicant's consent ("**Consent**") as signified by their signature to the consent form in relation to this Privacy Notice;
- Protection of the life and/or health of the Job Applicant or of other individuals in emergency situations ("**Life & Health Protection**");
- Use of the Job Applicant's personal images from public activities without detriment to the Job Applicant's honor, dignity, or reputation ("**Public Image**"); and
- Compliance with obligations pursuant to laws, including but not limited to employment laws, data protection laws, tax laws, corporate laws, and other relevant laws ("**Legal Obligations**").

4. Sharing of Personal Data

To serve the processing purposes described in section II above, the Firm may share Personal Data with the following categories of recipients:

- **Affiliates:** The Firm operates under the umbrella of Baker McKenzie International, a Swiss Verein, with member law firms and affiliates (including our global services companies in Belfast, Buenos Aires, Chicago, Manila and Tampa) around the world. Each member firm may share Personal Data with other member law firms and affiliates in order to provide you with legal services and in order to administer our relationship with you (e.g., invoicing, marketing) or otherwise as necessary for the purposes described above. A list of Baker McKenzie member firms is provided here.
- **Suppliers and service providers:** We share Personal Data with suppliers and service providers to enable such parties to perform functions on our behalf and under our instructions in order to carry out the purposes identified above. These include: infrastructure and IT services providers, for example, the providers of our client intake system, our finance systems and our customer relationship management databases; third party consultants who provide us with support in respect of business analytics and marketing campaigns; and the providers of external venues where we host conferences and events. We require such parties by contract to provide reasonable security for Personal Data and to use and process such Personal Data on our behalf only.
- **Financial institutions:** We share Personal Data with financial institutions in connection with invoicing and payments.
- **Corporate purchasers:** We may share Personal Data with any corporate purchaser or prospect to the extent permitted by law as part of any merger, acquisition, sale of Firm assets, or transition of service to another provider, as well as in the event of insolvency, bankruptcy, or receivership in which Personal Data would be transferred as an asset of the Firm.
- **Mandatory disclosures and legal claims:** We share Personal Data in order to comply with the Firm's tax reporting obligations, comply with any subpoena, court order or other legal process, to comply with a request from our regulators, governmental request or any other legally enforceable demand. We also share Personal Data to establish or protect our legal rights, property, or safety, or the rights, property, or safety of others, or to defend against legal claims.

If you have questions about the parties with which we share Personal Data, please contact us via the details specified below.

5. Marketing Choices

Job Applicants have control regarding the Firm's use of Personal Data for direct marketing. Job Applicants will need to expressly consent before receiving marketing. If you no longer wish to receive any marketing communications, remain on a mailing list to which you previously subscribed, or receive any other marketing communication, please follow the unsubscribe link in the relevant communication or contact us as per below.

6. Data Subject Rights

Job Applicants have the following rights:

- **Right to Access:** Job Applicants may make a written request to access to view, rectify Personal Data held by the Firm.
- **Right to Rectification.** Job Applicants have the right to require that any incomplete or inaccurate Personal Data that the Firm processes about them is amended.
- **Right to Deletion.** Job Applicants have the right to request that the Firm delete Personal Data that the Firm processes about them, unless the Firm is required to retain such data in order to comply with a legal obligation or to establish, exercise or defend legal claims.
- **Right to object to, or request that the Firm restrict, the processing of Personal Data:** Job Applicants may object to, or ask the Firm to restrict, the processing of their Personal Data, except for data that the Firm is legally required to retain.
- **Right to be provided with data:** Job Applicants may ask for Personal Data about them held by the Firm to be provided to them or their authorized representatives; and
- **Right to Withdraw Consent.** If Job Applicants have consented to our processing of their Personal Data, they have the right to withdraw their consent at any time. This includes cases where Job Applicants wish to opt out from marketing messages that they receive from the Firm.

7. Data retention

Personal Data of Job Applicants will be stored only for the period necessary for the Firm to achieve the processing purposes or as required by applicable laws regarding data retention periods.

8. Data Security

The Firm has implemented technical and organizational measures in an effort to safeguard the Personal Data in our custody and control. Such measures include:

- restricting access to Personal Data to staff and service providers on a need-to-know basis;
- a formal Information Security Management System (ISMS) aligned with ISO 27001 and 27002:2013. The ISMS is a comprehensive set of policies and procedures for deploying, managing and securing the Firm's Information Technology infrastructure; utilizing a defense-in-depth approach to protecting our internal Firm and client data.

While we endeavour to always protect our systems, sites, operations and information against unauthorized access, use, modification and disclosure, due to the inherent nature of the Internet as an open global communications vehicle and other risk factors, we cannot guarantee that any information, during transmission or while stored on our systems, will be absolutely safe from intrusion by others.

9. Cross-Border Data Transfers

The Firm transfers Personal Data to jurisdictions as necessary for the purposes described in section II above. The Personal Data can be (i) transferred to any of the recipients mentioned under section IV above within or outside of Vietnam and (ii) processed from a place outside of Vietnam in order to perform any of the processing purposes. The Firm will take all necessary measures to ensure that any overseas data transfers are sufficiently protected and comply with all requirements as set out under applicable data protection laws.

10. Contact Us

If you have questions or comments regarding this Privacy Notice or the Firm's privacy practices, please contact us here:

- Data Protection Officer: Le Thu Minh
- Email: thuminh.le@bakermckenzie.com

Effective date: 01 July 2023