



TDI APJ Privacy Policy for Candidate

1. INTRODUCTION

TDI APJ Pte. Ltd. and its subsidiaries (hereinafter, “TDI APJ Group” or “Company”, “we” or “us”) are committed to protecting your personal data and respecting your privacy. This Privacy Policy explains how we collect, use, store, and protect any personal information you provide when using our website. All personal data is handled in accordance with applicable data protection laws.

You are requested to read this Policy carefully. By submitting your CV application, you give your consent and agree to be bound by the terms and conditions set out below and any operating rules or policies that may be published or made available by us from time to time on this website.

If you are in Vietnam, please refer to the **TDI APJ Vietnam Privacy Policy for Candidates** for details on how we handle your personal data.

2. DEFINITION OF TERMS

- 2.1. “Personal Data” refers to digital data or information in other forms that identify or help identify an individual.
- 2.2. “Data Subject” refers to an individual identified by Personal Data.
- 2.3. “Candidate” refers to all individuals seeking employment and applying for positions within the Company.
- 2.4. “Data Protection Officer (DPO)” means one or more individuals that the Company designates to ensure that the Company complies with the provisions of Privacy Laws.

3. TYPES OF PERSONAL DATA COLLECTED AND METHOD OF COLLECTING PERSONAL DATA

We may collect the following types of personal data:

- Full name, date of birth, gender, nationality
- Contact details (email, phone number, address)
- Resume/CV, educational and professional qualifications
- Employment history and references
- Identification documents (e.g., passport, ID card, work permit)
- Health-related information (if relevant to the role)
- Any other information you voluntarily provide during the application process

4. DATA PROCESSING PURPOSES

The Company will/may collect, use, disclose, and/or process Candidate's Personal Data for one or more of the following purposes:

- (a) To evaluate candidates for job roles, including background checks and reference verification.
- (b) To determine if a candidate is suitable or qualified for a position.
- (c) To handle benefits, digital accounts, and records once employed.
- (d) To contact candidates about their applications and the recruitment process.



- (e) To inform candidates about future job opportunities that fit their profiles.
- (f) To fulfill any rights or duties under agreements made with the candidate.
- (g) To comply with legal and regulatory obligations

5. DISCLOSURE OF PERSONAL DATA

Organizations and individuals that are allowed to process personal data include the Company and related organizations and individuals as follows:

- (a) Employees of the Company who are involved in the recruitment process
- (b) The Company's affiliates;
- (c) The professional advisors (*such as auditors and attorneys*) of the Company or any of the Company's affiliates;
- (d) Recruitment agencies;
- (e) Any assignee or possible assignee of the rights and obligations of the Company or any of its affiliates;
- (f) Third-parties seeking Candidate references in respect of former Candidates of the Company; and
- (g) Individuals, authorities, regulatory bodies or third parties to whom the Company is permitted or required by law to disclose.

When sharing a Candidate's personal data with third parties, the Company ensures they protect it from misuse and keep it only as long as needed for the stated purposes.

6. TRANSFER OF PERSONAL DATA

The Company will/may transfer the Personal Data abroad for one or more of the following purposes:

- (a) Internal Sharing: Personal data may be shared within the TDI APJ Group to support business operations and ensure consistent service delivery.
- (b) With trusted service providers: We may engage third-party service providers to perform services on our behalf. These providers are bound by confidentiality agreements and are required to handle personal data in compliance with applicable data protection laws.
- (c) For legal compliance: Personal data may be disclosed to third parties if required by law, regulation, or legal process.

7. DATA SUBJECT'S RIGHTS AND OBLIGATIONS

- (a) Consent will be obtained from the data subject before collecting personal data.
- (b) Data subjects have the right to access their personal data and request correction of any inaccuracies.
- (c) The Data Subject has the right to withdraw consent and request limitations on the use of their personal data

If a Data Subject wishes to access, modify, delete, or restrict the processing of their personal data, the Company requires sufficient information to verify their identity and understand the request.

Please contact our Data Protection Officer as set forth in Section 10. HOW TO CONTACT US below.



8. RETENTION OF PERSONAL DATA

Personal data may be retained for as long as necessary to fulfill the purposes outlined in this Privacy Policy, comply with legal obligations, resolve disputes, or unless otherwise required or requested for deletion by the Data Subject.

9. DATA SECURITY

- (a) Understanding the importance of personal data protection, the Company will regularly review and update management and technical measures when processing Data Subject's personal data.
- (b) To the best of our ability, access to Data Subject's Personal Data is limited to those who need to know. Individuals with access to data are required to maintain the confidentiality of such information.
- (c) The Company will use encryption, secure storage, and restrict access to data, which will be implemented.

10. HOW TO CONTACT US

If you wish to exercise your rights, has any questions, complaints, or comments regarding this Privacy Policy and/or our processing of Personal Data, please contact our Data Protection Officer at email: dpo@tdiapj.com

11. AMENDMENT AND SUPPLEMENTS OF POLICY

The Company reserves the right to update this Privacy Policy from time to time if necessary.

Effective Date: 01/01/2026 (update as of 26/3/2026).