

Data Collection Consent Form - Recruitment

Thank you for your interest in ePerformax!

Before you begin your journey discovering how you can best fit in our organization, you must grant us authority to collect and process your personal data. At ePerformax, we take the job of protecting your information seriously, and we have taken steps to be compliant with RA10173 or the Data Privacy Act of 2012 (DPA). This document explains what type of information we collect, how we obtain that information, and the purpose of its collection. It also defines how ePerformax processes your personal data in terms of how it is stored, who has access to your information, how it is archived, as well as disposal and possible sharing with third parties.

As a data subject or a person from whom ePerformax is collecting data, the DPA grants you certain rights: (1) the right to be informed, (2) the right to access, (3) the right to object, (4) the right to blocking or erasure, (5) the right to damages, (6) the right to file a complaint, (7) the right to rectify, (8) and the right to data portability. More information on these rights can be viewed at the National Privacy Commission website at <https://privacy.gov.ph/know-your-rights/>.

What information we collect

ePerformax collects the personal data of all our candidates. This consent form applies to all information we collect from you or about you, and we only collect it after you have agreed to the terms and / or have signed this form. The type of data requested from you may vary based on the position being filled, or the program or department assignment, but generally they will fall under the following categories:

- Data you submit in résumés / CVs, application forms, letters, writing samples, or other written materials.
- Data generated by interviewers and recruiters, based on their interactions with you or basic Internet searches. This includes data and results derived from tests and assessments employed by ePerformax.
- Data provided by third-party job-search websites, where applicable.
- Recommendations provided on your behalf by others.
- Data about your prior employment, education, and where applicable, credit history, criminal records or other data revealed during background screenings. This includes data from government institutions such as the NBI, PNP, BIR, or LGUs.

How we collect information

As you proceed through the recruitment process at ePerformax, data will be collected from you through various channels or methods. ePerformax may collect data about you from any or all the following sources:

- From you, when you submit resumes or other information online or through application forms or personal data sheets.
- From conversations with recruiters and interviews with hiring managers and other ePerformax personnel or representatives, some of which may be recorded (with your express knowledge and consent) as well as from Internet searches these individuals may perform, or data they may obtain from job search or professional networking websites (e.g. monster.com, LinkedIn, etc.) where you may have made data about yourself publicly available such as on social media (e.g. Facebook, Twitter, Instagram, etc.).
- From third-party websites through which you are introduced to ePerformax.

Using your information – why we collect your data

ePerformax will process personal information from candidates for a number of business purposes. When you submit your data and sign this consent form, you allow us to use the data for the purposes specified below and allow us to verify it is accurate.

You are not required to submit any information to ePerformax, but failing to do so may result in not being able to continue your application, training, or employment at ePerformax (whichever case applies). In addition, you also undertake that all data you have shared is true and correct to the best of your knowledge, and that you have not knowingly omitted any related information of an adverse nature.

ePerformax will use your data in the following ways:

- Recruiting will assess your suitability for employment for the role for which you are applying, as well as future roles that may become available. This includes recorded assessments employed and developed by ePerformax.
- Other purposes required and/or allowed by law or regulation.

Using your information – who has access to your data / how your data may be shared

In general, access to your personal data will be restricted to minimize the number of people in ePerformax's international organization who need it in order to evaluate your application for employment, perform functions supporting our Recruiting and Administrative / HR and IT teams, or to whom we are compelled to provide it by applicable law. This means only authorized personnel who need access to your data will be able to process it.

The following categories of individuals will have access to your personal data:

- Hiring managers, recruiters, and other interviewers, including trainers and assessment personnel who may be located in other countries
- Individuals performing administrative / HR and IT support functions.
- Authorized personnel at our service providers, including security personnel.
- Government officials where legal reporting requirements may exist, or law enforcement agencies or private litigants in response to valid law enforcement process (warrant, subpoena, or court order).

In cases where your information is shared with third parties, such as background / credit investigation providers, and / or employment websites and / or security and health personnel, ePerformax will ensure the service providers are compliant with the regulations outlined in the DPA and are bound by Data Sharing Agreements that ensure they process your data to the same government mandated standards.

In the event you are not able to continue your application, training, or employment at ePerformax for any reason, you give us your consent to share your information with third parties engaged in training and development and / or education and / or research so that said third parties may process your information and provide you with additional training and / or employment opportunities. An example of such a third party would be TESDA, a government agency providing technical education, skills development, and certification.

Using your information – storage, archiving and disposal

ePerformax takes reasonable precautions to keep your stored data secure and employs organizational, managerial, electronic, technical, and physical security measures in order to protect your data from breaches that would result in loss or misuse.

If you are given and accept an offer of training and / or employment by ePerformax, personal data collected during your pre-employment period will become part of your ePerformax personnel records, to be retained throughout and for a period after your employment with ePerformax. If you do not receive an offer of training or employment, we may nevertheless continue to retain and use personal data collected during the recruitment process in order to consider you for new positions, and, if appropriate, to refer back to an earlier application if you submit a resume or other information to ePerformax again in the future, as well as for system administration / development, or to perform research and analysis.

ePerformax maintains archiving and deletion procedures so that personal data is deleted after a reasonable amount of time relative to the purpose for which your information was collected and held. Should certain laws or government institutions such require data be kept for a certain time, ePerformax will comply with all applicable rules and regulations.

Consent

By signing below / clicking accept / proceeding with the recruitment process, you hereby acknowledge that ePerformax has adopted appropriate measures and has extended diligent efforts to explain to you the contents of this form and that you fully understand that you are giving your explicit consent to the disclosure and sharing of your Personal Data to ePerformax for the purposes stated herein.

If you have any questions or concerns, please direct them to dpo@eperformax.com and we will be more than happy to further discuss them with you. We are excited to have you go through the recruitment process and we wish you the best of luck!

Acknowledgement:

Odessa P. Chavez

Printed Name and Signature

March 24, 2023

Date