



DATA PROTECTION NOTICE FOR JOB APPLICANTS

1. General Information

a) Information on Data Protection

The protection of your personal rights when processing your personal data is an important concern for Everllence. We process personal data acquired in the course of visits to our career website in accordance with the statutory regulations of the country in which the Data Controller is domiciled. In addition, all companies of the Everllence Group have committed to the comprehensive and uniform protection of personal data in a binding Group Policy. This guarantees that the level of protection provided within the Everllence Group worldwide is comparable to the European Union standards.

b) Data Controller and Contact

The Data Controller for your data within the meaning of the data protection law is:

Everllence Philippines Inc. ("Everllence")

Km. 17 West Service Road, Cervantes Compound

1700 Parañaque

Metro Manila

Philippines

For general questions regarding data protection or to exercise your rights, please contact:

Group Data Protection

dataprotection@everllence.com

2. Collection and Processing of Personal Data

a) Data Sources and Personal Data that We Collect

Your personal data is generally collected directly from you as part of the recruitment process (application forms, CVs, interviews...). In addition Everllence may receive data from third parties such as recruitment agencies, references supplied by former employers or social platforms such as LinkedIn.

We may process the following categories of personal data:

- Contact data (name, surname, email address, phone number, address...)
- CV (details of your qualifications, skills, experience and employment history...)
- Nationality and entitlement to work in the country you're applying to
- If applicable, candidate picture
- If applicable, driving license information
- If applicable and where permitted by law, information regarding character or behavior (personality test)
- If applicable and where permitted by law, equal opportunities monitoring information
- If applicable and where permitted by law, information from criminal record checks

If we make a final offer, we may also process the following:

- Bank account information
- Emergency contact details
- Educational Certificates
- If applicable and where permitted by law, health information (medical examination)

b) Purpose and Lawful Basis for Processing



The purpose for processing your data by Everllence is to assess your suitability for a role you have applied for and to help us develop and improve our recruitment process. We will use your application data exclusively for the selection process for the job position you have applied to or other job opportunities if you have specifically consented to it.

The legal basis for the above mentioned processing activities are:

- Your consent
- Performance of a contract
- Legal Obligations
- If applicable, protection of the interests of the individual or other natural person
- Legitimate interests

c) Pre-Employment Screening for all new hires

Everllence performs background checks as part of the recruitment process in order to satisfy the highest possible compliance and integrity standards in its business activities. Everllence must ensure that potential personnel perform their tasks in accordance with high ethical standards and warrant to observe the company's corporate principles in order to minimize legal risks and prevent damage to the company's reputation.

Processing your personal data is necessary for the purpose of establishing an employment relationship with you. Everllence has a legitimate interest to hire candidates who have integrity and act on the basis of valid law. This is ensured by validating the information that you provide to us before you're offered a contract of employment.

Pre-employment screening involves verifying your personal details (surname, forename, date of birth, address), presenting your original identity card or a comparable document proving your identity, and submitting your original certificates (certificate relating to the highest level of education or, exceptionally, an officially certified copy in paper form).

It is also verified whether you have already worked for Everllence and - limited to this case and in compliance with data protection regulations - whether you seriously committed any infringements of legal and official regulations or Group regulations during the period of employment. For this purpose, personal data are retrieved in the existing personnel file for the last three years, in the whistleblower system (restricted to Everllence) and in the security database of Group Security.

A comparison is also made with a publicly accessible financial sanctions list according to the valid EU Resolution No. 881/2002. In addition, a matching with the SAM database is carried out in order to identify any involvement in so called reportable facts. The SAM database of the US authorities contains the name of persons who are only permitted to work Everllence as employees under certain criteria.

Pre-employment screening for all new hires is carried out by each responsible HR Department and also, if necessary, by Group Security. Only a restricted group of persons internally is authorized to access your data and ensures compliance with the undermentioned erasure period.

In the event of unusual findings during the background check, the results are discussed in a committee whose members includes a representative from HR Compliance, the manager in the responsible HR Department, the manager in the recruiting department and the Works Council (if applicable). The results of the discussion are documented and entered in the personnel file.

In the case of new hires, all information collected relating to the background check is included in the personnel file where it will be kept according to the retention periods for relevant personnel records and data. Data won't be processed for any other purpose.

All the information collected relating to the background check will be erased for all non-successful external candidates after six months.



Data must be provided to conclude a contract.

d) Transfer of personal data

In some cases we might transfer your personal data to affiliated companies, service providers or other external recipients. The transfer will only take place in accordance with the requirements prescribed under the Republic Act No. 10173 Data Privacy Act of 2012 (the Act) to ensure that the transferred personal data will be accorded a standard of protection that is comparable to that under the Act.

e) Candidate search

As part of our search for suitable candidates, we may research professional platforms and use the personal data published there by potential candidates to check whether the person is a good fit for us and to make contact if necessary. This data is deleted after the end of our selection process, unless an application process follows. The basis for the research is our legitimate interest in filling positions with suitable people. You have the right to object.

f) Storage and Deletion of Data

Everllence follows the Retention Limitation Obligation and will cease to retain your personal data when such personal data is no longer necessary for the legal or business purposes stated above.

- In case you are not hired your data will be deleted after the application process is closed.
- In case we would like to consider your application at a later stage for another position we ask for your consent.
- In case you are hired, the data of the application will be transferred to your personal file and deleted after the termination of your working contract.

All retention periods are subject to the national legislations of Singapore. For more information, please contact the HR department.

3. Your Rights

Under the Act and subsidiary legislations, you have the following rights:

- Be informed whether the personal information pertaining to you shall be, are being or have been processed;
- Be furnished the information indicated hereunder before the entry of your personal information into the processing system of the personal information controller, or at the next practical opportunity:
 1. Description of the personal information to be entered into the system;
 2. Purposes for which they are being or are to be processed;
 3. Scope and method of the personal information processing;
 4. The recipients or classes of recipients to whom they are or may be disclosed;
 5. Methods utilized for automated access, if the same is allowed by the data subject, and the extent to which such access is authorized;
 6. The identity and contact details of the personal information controller or its representative;
 7. The period for which the information will be stored; and
 8. The existence of their rights, i.e., to access, correction, as well as the right to lodge a complaint before the National Privacy Commission of the Philippines.

Any information supplied or declaration made by you on these matters shall not be amended without prior notification to you: Provided, That the notification under bullet number 2 shall not apply should the personal information be needed pursuant to a subpoena or when the collection and processing are for obvious purposes, including when it is necessary for the performance of or in relation to a contract or service or when necessary or desirable in the context of an employer-employee relationship, between the



collector and the data subject, or when the information is being collected and processed as a result of legal obligation;

- Reasonable access to, upon demand, the following:
 1. Contents of your personal information that were processed;
 2. Sources from which personal information were obtained;
 3. Names and addresses of recipients of the personal information;
 4. Manner by which such data were processed;
 5. Reasons for the disclosure of the personal information to recipients;
 6. Information on automated processes where the data will or likely to be made as the sole basis for any decision significantly affecting or will affect you;
 7. Date when your personal information was last accessed and modified; and
 8. The designation, or name or identity and address of the personal information controller;

- Dispute the inaccuracy or error in the personal information and have the personal information controller correct it immediately and accordingly, unless the request is vexatious or otherwise unreasonable. If the personal information have been corrected, the personal information controller shall ensure the accessibility of both the new and the retracted information and the simultaneous receipt of the new and the retracted information by recipients thereof: Provided, That the third parties who have previously received such processed personal information shall be informed of its inaccuracy and its rectification upon reasonable request of the data subject;

- Suspend, withdraw or order the blocking, removal or destruction of your personal information from the personal information controller's filing system upon discovery and substantial proof that the personal information are incomplete, outdated, false, unlawfully obtained, used for unauthorized purposes or are no longer necessary for the purposes for which they were collected. In this case, the personal information controller may notify third parties who have previously received such processed personal information; and

- Be indemnified for any damages sustained due to such inaccurate, incomplete, outdated, false, unlawfully obtained or unauthorized use of personal information.

- Your lawful heirs and assigns may invoke your rights for, which he or she is an heir or assignee at any time after your death or when you are incapacitated or incapable of exercising the rights as enumerated in the immediately preceding section.

- To obtain from the personal information controller a copy of data undergoing processing in an electronic or structured format, which is commonly used and allows for further use by the data subject.

In addition to the right to receive information on data relating to you and to have your data amended, you also have the right to have your data deleted and blocked, and the right to object to your data being processed, unless barred by statutory rules. You also have a right to data portability.

If we acquire and process your personal data based on your consent, you have the right to withdraw the consent you gave. Your withdrawal of consent has no effect on the lawfulness of the data processing that took place based on your consent until it was withdrawn.

In order to withdraw your consent or exercise your rights in relation to your data, please contact the Human Resources Contact specified in the job advertisement to which you are responding and/or Data Protection.

Please note that participation in the Everllence application process is not possible without your personal data being processed.



In the event of any complaints, you have the option of contacting a data protection regulator.

4. Reservations

Everllence may update this Data Privacy Notice at any time subject to data protection law. You can find the latest version on our website or by contacting the HR Department or Group Data Protection. This version was last updated on 03.2026.