



DHL is committed to protecting your personal information in accordance with Philippine data privacy laws.

The purpose of this Personal Information Notice is to bring to your attention DHL's practices and policies relating to the collection, processing and disclosure of personal information relating to candidates.

"Personal information" in this case refers to personal information relating directly or indirectly to an identifiable candidate of DHL.

The personal information that DHL processes is sourced from:

- information provided by you and/or relevant third parties in the course of your applying for a position with DHL; and
- information provided by you, relevant third party information sources, or information otherwise generated upon your being hired and in the course of your employment with DHL.

Specifically, you may be asked to provide information relevant to your employment with DHL, including but not limited to, your name, address, telephone numbers, e-mail address, date and place of birth, nationality, gender, marital status, languages spoken, educational institutions attended, grades obtained, employment history, medical records, recommendations, bank account number, TIN, SSS, Philhealth and passport numbers, driver's license details, emergency contact information, names, birthdates and other details of your family members and dependents, etc.

DHL may also process and retain related personal information generated during the course of your application with DHL, including but not limited to, CCTV images, electronic communications DHL, and such other information as required by law or as may be necessary during the course of your application.

DHL collects, processes and retains this personal information for its legitimate functions, including but not limited to:

- assess your suitability for the job and vice versa;
- general administrative and record keeping purposes;
- audit and compliance purposes;
- risk management and security purposes;
- providing and monitoring access to DHL systems; and

for such other purposes as may be required by law.

DHL may also disclose this personal information to:

- third parties to whom DHL outsources certain of its internal functions;
- other members of the Deutsche Post DHL group of companies, whether based in Philippines or abroad; and/or

DHL's business partners and suppliers who are involved in the fulfillment of customer requests or the services contracted for.

Where DHL discloses your personal information to third parties, DHL will ensure that those parties are bound to abide by DHL's, or equivalent, personal information practices and policies relating to the processing and retention of your personal information.

Please note that the provision of the personal information detailed above is a pre-condition to employment with DHL.

Should you:

- wish to limit the processing of certain aspects of your and/or another person's personal information;
- wish to exercise your right to seek access to and/or to correct your personal information retained by DHL;
- have any questions or issues regarding this notice or your personal information or have any complaints regarding the unauthorised use, disclosure or transmission of your personal information,

please feel free to write in to the Head of Human Resources. However, please be advised that in certain limited circumstances, your rights may be restricted pursuant to the Philippine Data Privacy Act of 2012.

DHL may revise this policy from time to time. In the event of such revision being effected, DHL will prominently post a revised Policy within ten (10) business days of its adoption.