FOR HUMAN RESOURCES

4.2.1. Types of Personal Data Collected

4.2.1.1. Personal Data of Candidates Applying for Employment Positions at the Company:

(a) Basic Personal Data:

- Contact and identification information, such as full name, email address, identification document number, address, telephone number, date of birth, gender, marital status and family relationships.
- Educational background and work experience, professional qualifications, skills, employment history and other information provided in the candidate information form.
- Other Personal Data voluntarily provided by the candidate during the recruitment process.

(b) Sensitive Personal Data:

- Images of Identification Cards, Citizen Identity Cards, Identity Cards and Passports.
- Health information, such as height, weight, medical history and health classification conclusions.
- Data relating to violations of the law collected and retained by law enforcement authorities.
- Ethnic origin and religious information.
- Salary and income information at the candidate's most recent workplace.
- Bank card information.

4.2.1.2. Personal Data of Employees, Interns and Contractors of the Company

(a) Basic Personal Data:

- Contact and identification information, such as full name, employee number/internal identification number, date of birth, gender, nationality, residential/contact address, work email address, telephone number, personal images (ID photos, profile photos), emergency contact information and beneficiary information (where applicable).
- Legal and identification information: Citizen Identity Card/Identity Card/Passport number; tax identification number; social insurance and health insurance numbers; residency status; work permits and visas; information relating to foreign employees (if any).
- Employment and professional information: Job title; position; commencement and termination dates of the employment relationship; offer letter; employment/probationary contract; employment history.

- Recruitment and competency records: Curriculum vitae; job application records; educational and professional qualifications; degrees and certificates; identity verification information;
- Human resources management information: Performance evaluations; commendations and rewards; disciplinary records; working hours; overtime; annual leave, sick leave, maternity leave and other types of leave.
- Financial, income and benefits information: Insurance; benefits and other entitlements arising from the employment relationship or contractual relationship.
- Family and dependent information (where applicable): Full name, date of birth and contact information of spouse, children and dependents; information required for tax, insurance and benefits purposes.
- Training and development information: Internal training records; training certificates and results; information relating to skills development and career progression.
- Information for internal operations and management: Business travel and work-related transportation information; information relating to personal means of transportation (e.g., vehicle license plate number); access control data and employee card information (to the extent necessary); information on the use of information technology systems and work email; work schedules; system access logs; and image, video and audio/video recording data collected at the workplace for security, safety, training or internal management purposes.

(b) Sensitive Personal Data

- Salary, wages, bonuses and allowances; personal income tax information.
- Images of Identification Cards, Citizen Identity Cards, Identity Cards and Passports.
- Bank account information used for payment of salary, wages, bonuses, allowances and benefits.
- Biometric data: Facial recognition data and other biometric data (where the Data Subject registers for or consents to their use).
- Financial, credit and transaction information: Information relating to contracts, transactions, financing, guarantees or loans (including financial and credit information); bank account information and information used for payment purposes (including financial transaction information).
- Judicial record information (where required by law or the nature of the job).
- Health information, medical conditions and health classification.
- Identifiable audio and visual data: Data obtained from audio and video recordings in the workplace, to the extent that such data may be used to

identify an individual, for purposes of human resources management, work management and compliance with applicable laws and regulations.

4.2.2. Legal Bases for processing Personal Data and purposes of processing Personal Data

4.2.2.1. Based on the Data Subject's consent:

- For Candidates: For recruitment to employment positions at the Company, including receipt of applications, assessment of suitability, recruitment decisions and related activities;
- For Candidates, Employees, Interns and Contractors: Providing information and contacting them regarding other employment opportunities that may become available in the future.
- Other cases where the Data Subject has provided consent.

4.2.2.2. Processing Personal Data for other purposes permitted by law without the Data Subject's consent, including:

(a) For the Performance of Employment Contracts and Other Agreements between the Data Subject and the Company (Employees/Interns/Contractors)

- Establishing, maintaining, managing and terminating employment, contractual or cooperation relationships.
- Adjusting job duties and working conditions.
- Paying salaries and wages and administering benefits, insurance and other entitlements.
- Managing and evaluating work performance, training and developing employees.
- Organizing and managing the working environment, supporting work activities and internal operations.

(b) For the fulfillment of the Company's legal obligations

- Preparing, maintaining and retaining mandatory personnel records in accordance with applicable laws and regulations.
- Fully complying with applicable laws and regulations on labor, occupational safety and hygiene, wages, working hours, taxation, social insurance, gender equality, management of foreign employees, reporting obligations and other relevant requirements.
- Complying with requests and decisions of competent authorities.

(c) For the protection of the lawful and legitimate rights and interests of the Data Subject and/or the company

- Ensuring security, safety and order in the workplace, and protecting the lawful rights and interests of Employees, the Company and other relevant parties.

- Preventing, investigating, detecting, mitigating and addressing crimes, minimizing legal risks, and resolving disputes and complaints relating to Employees and the Company.
- Protecting health, handling incidents, and safeguarding the lawful and legitimate rights and interests of Employees in the workplace.

(d) For the purpose of addressing emergency situations.

The processing of Personal Data under this section includes the transfer of Personal Data to Personal Data Processors and Third Parties (e.g., subcontractors) for the purposes stated above.

In the course of its business operations, the Company may undertake various forms of corporate reorganization, including but not limited to restructuring, division, demerger, merger or consolidation. In such cases, Personal Data and the rights to use related information may be transferred and/or continue to be processed for the purposes of carrying out the activities mentioned above, provided that such activities do not give rise to any new purposes of Personal Data Processing beyond those specified in Section 4.2.2.2 hereof.