



PRIVACY NOTICE OF EMPLOYEES

To ensure the privacy and protection of employees' personal data, Binh Minh Plastics Joint Stock Company hereby issues this Privacy Notice to its employees.

This Privacy Notice provides information regarding the processing of personal data in accordance with applicable Vietnamese laws and regulations on personal data protection.

1. DEFINITIONS

- The Company (We): Binh Minh Plastics Joint Stock Company.
- You: Employee working under a labor contract with the Company.
- Personal data: Digital data (or information in other forms) intended to identify an individual. Personal data includes: basic personal data and sensitive personal data.
- Basic Personal Data: Reflects common personal information and background details frequently used in transactions and social relationships.
- Sensitive personal data: Refers to personal data associated with an individual's privacy and directly related to their lawful rights and interests.
- Data Subject: The individual to whom the personal data relates.
- Processing of Personal Data: Refers to any operation or set of operations performed on personal data, including one or more of the following: collection, analysis, summary, encryption, decryption, modification, deletion, destruction, de-identification, provision, disclosure, transfer of personal data, and other activities impacting personal data.
- “Vietnamese Law on Personal Data Protection”: All current legal documents on personal data protection. The company complies with Vietnamese laws and regulations on Personal Data Protection.

2. PURPOSE OF COLLECTING AND PROCESSING PERSONAL DATA

The Company collects your personal data for the following purposes:

- Execution of labor contracts and legal obligations:
 - + Signing and performing labor contracts between employees and the Company, including but not limited to salary transfers via banking systems, social insurance payments, and personal income tax obligations.
 - + Performing the rights and obligations of staffs under the labor contract, labor regulations, collective labor agreements, general policies of the Company and the Group, and applicable laws.
- Internal management and business operations: Reporting, providing, and transferring information domestically and internationally as required for management and operational purposes to perform management and operational activities of the Company's production and business operations.
- Training, development, and internal programs: Providing and transferring information to third parties, individuals, or organizations to implement projects and training programs related to labor, human resources, finance, business, and charitable activities for the Company and/ with the participation of the Company;

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- Legal compliance and rights protection:
 - + Protecting the lawful rights and interests of staffs or related parties.
 - + Proposing, implementing, or protecting rights in complaints, denunciations, or lawsuits, whether the staff or the Company is the plaintiff or defendant.

Note: The above contents may be updated when necessary or depending on the purpose of collection.

3. TYPES OF DATA COLLECTED

Personal data will be collected from various sources, either directly from you or indirectly through government agencies, third parties, or individuals/organizations legally authorized to provide such data. Your personal data may include:

3.1. Basic Personal Data

a. Direct interaction: When you sign a labor contract, participate in insurance programs, pay taxes, or engage in other activities related to labor relations, we may collect:

- Basic identifying information: Full legal name, including last name, middle name, and first name; other names (if any); date of birth; gender; place of birth; place of birth registration; nationality; hometown; marital status; family information (parents, children), date of death or disappearance.
- Residence and contact information: permanent address; temporary address; current address; contact address; phone number.
- Document information: personal identification number; citizen identification number; passport number; driver's license number; vehicle license plate number;
- Financial and insurance information: tax identification number; social insurance number; health insurance number; bank account details (bank account number);
- Images: portrait photo, employee ID photo, security camera images.
- Other information associated with you or helping identify your characteristics that is not considered sensitive personal data.

b. Interactions on internal systems: When you use company email, management software, or access company systems, we may collect:

- Online activity data: activity history on cyberspace; system activity logs (login history, system operations).
- Device information: IP address, location data, and other information that helps identify the device.
- Browser information: Browser type and version, supporting software.
- Behavioral data: Website visits, page viewing time, clicks, and interaction frequency with applications

3.2. Sensitive Personal Data

- In certain necessary cases, we may process your sensitive personal data. We are committed to fully complying with legal regulations and applying the best security measures to ensure the safety of your data. This type of data may include:
 - + Political opinions, religious beliefs.
 - + Health status and information recorded in medical records, including details of food or drug allergies

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- + Information related to racial or ethnic origin.
- + Location data determined via positioning services.
- + Judicial record information.

3.3. If we need to collect additional personal data, we will notify you and process such data in compliance with Vietnamese law.

4. METHODS OF DATA PROCESSING

The Company will process the personal data of data subjects using any lawful method in accordance with the Company's policies and/or regulations from time to time, including but not limited to:

- Collect, record, verify, and store data provided by data subjects.
- Conducting evaluation, analysis, modification, disclosure, combination, access, traceability, encryption, decryption, and copying of data to serve the data subject as well as meet the requirements of competent authorities and related parties.
- Using cyberspace, devices, electronic means, or other forms to transmit, provide, or transfer personal information domestically and/or internationally.
- Deleting or securely destroying personal data or performing other related actions upon the request of the data subject or as required by law.

5. COOKIES

- We use cookies and similar technologies to collect your personal data.
- Detailed information is available in the Cookie Notice published on the Company's official website.

6. PROVISION, WITHDRAWAL OF CONSENT AND CONSEQUENCES

- Before collecting and processing data, we need your consent. You have the right to give full consent, partial consent, or conditional consent.
- In addition, you also have the right to withdraw your consent, in whole or in part at any time. Withdrawing your consent will not affect the previous data processing.
- If consent is withdrawn or only partial data is provided, this may lead to certain limitations in exercising related rights and obligations, as the company may not have sufficient necessary information, as follows:
 - + Lack of necessary information for managing personnel, salary payment, insurance, tax obligations, or implementation of policies.
 - + Impact on staff rights, inability to continue providing certain internal services or benefits.
 - + If data is deleted or inaccessible, the Company may face difficulties in identity verification, emergency support, or protecting staff rights.
- To withdraw consent, you may contact the Company directly for guidance on the procedure. The Company will receive and process your withdrawal request as soon as possible, but no later than 72 hours where technically feasible. If additional processing time is needed due to technical or procedural limitations, the maximum processing time will be 10 business days from the date of receipt of a valid request.

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- When providing consent on behalf of another individual, you must ensure you have the legal authority (through authorization or legal basis) to act on their behalf.

7. DATA PROCESSING AND STORAGE TIME

- The processing and storage time for personal data begins from the time you consent to provide your data to us. Depending on each specific purpose and activity, we will determine an appropriate processing and storage time: Staffs' personal information will be processed and stored by the Company until the employment relationship between both parties is completely terminated, unless the law requires a longer storage time.
- All personal data will be securely deleted or destroyed after the storage time expires or when it is no longer needed for the original purpose of collection.

Note: We will store the minimum necessary information as proof that you have withdrawn your consent and to comply with any government agency requirements (if any). This storage is in accordance with legal regulations and will not be used for any other purpose.

8. TRANSFER OF PERSONAL DATA

- To ensure that your personal data is processed for the correct purposes and operational needs, the Company may cooperate with relevant parties, third parties, or competent authorities (if any) to jointly process your data. Each entity will only process and store data within the defined purpose and scope, as follows:
 - Overseas parent company.
 - Event/ Travel/ Conference organizers, accommodation service providers, immigration services: These organizations process data to provide services, verify identities, and handle related procedures.
 - Healthcare facilities, insurance companies, banks: These organizations process data to implement staff welfare policies, including account creation, insurance payments, periodic health check-ups, and salary/ bonus payments.
 - Transportation & logistics providers, postal service providers: These organizations process data to support staff transportation, goods delivery, and work-related logistics services.
 - Competent government authorities: These organizations process data to fulfill legal obligations such as tax declarations, immigration, epidemic prevention, investigations, inspections, and audits as required by law.
 - Technology and software service providers: These organizations process data through activities such as providing survey software, cloud storage, and HRM systems for managing staff data.
- Before processing data, we will require them to implement appropriate data protection measures, process data only for its intended purpose and scope, and ensure data security and compliance with legal regulations.

9. TRANSFERRING PERSONAL DATA ABROAD (IF APPLICABLE)

- Your personal data may be transferred abroad to serve the purposes stated in Section 2.
- The transfer will be performed through appropriate means and software to ensure that data is not leaked or lost during transmission. At the same time, we will coordinate with relevant parties to protect your data, requiring them to implement necessary technical and management measures to ensure data security and prevent unauthorized access from unrelated parties.

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10. MEASURES TO PROTECT PERSONAL DATA

- We have implemented and issued management and technical measures to protect personal data, preventing information leaks, misuse, or access by unauthorized parties.
- We use management measures such as issuing internal policies, procedures, and regulations on the collection, processing, storage, and destruction of personal data; establishing a department and assigning personnel to be responsible; and conducting regular training on information security and relevant legal regulations to enhance awareness and skills in protecting personal data for all employees.
- In addition, technical measures are also applied, specifically: encryption, access control and document management, role-based access control, access restrictions; installation of antivirus software and firewalls to prevent data loss.

11. YOUR RIGHTS AND OBLIGATIONS

11.1. When providing personal data, you have the following rights under the law on personal data protection:

- To be informed of the personal data processing;
- To consent, refuse, or request withdrawal of consent to the personal data processing;
- To view, modify, or request modification of their personal data
- To request provision, deletion, or restriction of personal data processing; to submit objections to personal data processing.
- To complain, denounce, initiate lawsuits, or claim damages according to the law;
- To request competent authorities or agencies, organizations, or individuals relevant to personal data processing to adopt solutions and measures to protect their personal data according to the law.

11.2. When you have a request to perform the above rights, please contact us through the company's official channels. We will receive and review your request, notify you of the review results, and respond (if any) within a specified time, ensuring that your rights complies with the law.

11.3. In addition to your rights, you—as the data subject—also have the obligation to comply with Vietnamese law on Personal Data Protection, including but not limited to the obligation to provide complete and accurate personal data when you have given us permission to process it.

12. INFORMATION ABOUT THE DATA CONTROLLER AND DATA PROCESSOR

- Binh Minh Plastics Joint Stock Company is the data controller and processor of your personal data and is the direct collector of personal data through the channels specified in this Notice. We are primarily responsible for determining the purpose of processing, data security, and compliance with the law.
- If you have any questions or concerns regarding personal data protection, you may contact us directly at address: 240 Hau Giang Street, Binh Tay Ward, Ho Chi Minh City, Vietnam.

Email: pdpa@binhminhplastic.com.vn

- Any changes to this Privacy Notice will be updated on our official website to ensure transparency and compliance with current legal regulations. This Notice takes effect from the time it is published on the Company's website.

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