



ISDI PRIVACY POLICY FOR APPLICANTS

Dear Applicant (“candidate”, “you”, “your”),

International Skill Development, Inc., (collectively “ISDI”, “we”, “us”, “our”) respects your right to data privacy and we ensure that it is protected in all our endeavors. In compliance with the Data Privacy Act of 2012 (Republic Act 10173) and its Implementing Rules and Regulations (IRR) as enforced by the National Privacy Commission, we are informing you through the ISDI Privacy Policy (“Policy”) the mechanism we have developed in safekeeping your data:

1. What information are collected?

We may collect your personal data from these sources:

1.1. Online. Your Registration Online through the ISDI website is the first step to getting your dream job. When you register, log-in, and interact with us online, you may be asked to provide us with the following basic information:

- Your name, address, and contact details
- Your competence, skills, experience, and education
- Your preferences such as preferred job, country of employment, and expected salary
- Your user identity such as username and other details for authentication
- Documents you upload (e.g. Resume)

1.2. On-site. If you are a walk-in applicant, you will be required to bring your resume and asked to fill out details in an application form with the same basic information as the website if you have not yet registered therein.

If your application will progress, the following photocopied documents will be required to be submitted:

- Government Examination Results/Professional Licensure Exam Results
- Diploma/Transcript of Records (TOR)
- Medical Examination Results
- Employment or Training Certifications
- NBI Clearance
- Passport
- Record of active membership in SSS, Pag-ibig, and Philhealth
- Please bring the original documents for verification.



2. Your Consent

Your Personal Data will only be processed by ISDI when you give us your consent. We may obtain consent from you personally in our office when you fill out the application form or electronically through our website.

3. How does ISDI use your information?

We practice high ethical standards in using the information you provide us for the following:

- Purposes relevant to your recruitment, placement, and employment with our clients
- When you seek employment with ISDI as our employee
- In compliance with laws and government regulatory requirements
- To communicate with you for updates, queries, or complaints
- To answer your queries
- To perform and conduct due diligence for, and documentation of, our transaction

4. Data Sharing

Only authorized personnel from ISDI and its clients are allowed access to your personal data. ISDI and its clients agree to use your Personal Data only for purposes mentioned in No.3. We reprimand our clients from unauthorized use of your Personal Information. For your safety, this prohibition shall be stipulated in the contracts we enter with them.

5. Retention and Destruction of Data

5.1. Where is your Personal Data Stored?

- a. A physical copy of your registration and submitted documents are filed and updated as it is processed by the Compliance Officers in the Recruitment Department, Operations Department, and the Employee Relations (ER) Department.
- b. An electronic copy of your Personal Information is kept in our database. Your registration will be encoded into our database for manpower pooling and short-listing. Documents will be scanned and uploaded therein to update your information as you progress.

5.2. When is your Personal Data Retained or Destroyed?

Your Personal Data will be retained for as long as the purposes mentioned in No.3 are being fulfilled. In compliance with the Data Privacy Act, we have set the time limit of safekeeping your personal data.

- a. Based on the email address you have provided in the ISDI website, you will be informed that your online account will be terminated in 30 days if:
 - Your ISDI online account has remained inactive for two (2) years
 - Five (5) years from your online registration, you remain unmatched for a job or employer

For questions or concerns, please see the contact information of the Data Privacy Officer of ISDI at no.9.



b. Based on your application on-site, physical files of your Personal Data will be disposed within six (6) months if you remain unmatched for a job or employer.

c. All inactive or unmatched personal data in the database shall be deleted after the lapse of five (5) years.

d. ISDI may require you to bring original documents for verification purposes. The original documents you have submitted to ISDI on-site will be returned to you as soon as possible.

e. All uploaded documents in the database will be deleted after one year in the following circumstances:

- When you personally and voluntarily withdraw your documents while processing is on progress
- ISDI has the right to be reimbursed for the actual cost, administrative charges, and/or damages you may have incurred when you withdraw in the middle of processing your requirements. The cost, charges and/or damages may vary depending on which phase of processing you decide to discontinue.
- If you fail the medical examination

f. While employed by an ISDI client, ISDI will retain your personal data.

After the termination of your contract, we will continue to retain a physical copy of your files for a period not more than five (5) years. After this time, all uploaded documents in our database will be disposed, unless you renew your contract or apply to another client of ISDI.

g. Once all documents are deleted, the database will only retain the name, birthday, and remarks for deletion as reference to avoid re-application of candidates who are found to be disqualified.

Eligible candidates may still re-apply in the ISDI office and submit their documents if their data have been deleted in accordance with this policy.

5.3. How is Personal Data disposed?

An authorized ISDI personnel is in charge with the disposal of data. To prevent data breach, disposal is made only upon approval of a Compliance Officer and under the supervision of the Data Privacy Officer.

Printed Documents must be shredded while Data stored in the database must be deleted.

6. Your Rights

Your rights are provided by the Data Privacy Act of 2012 (RA 10173), its Implementing Rules and Regulations (IRR), and other applicable laws. ISDI provides you hereunder, a simple guide on how you can exercise your rights while you engage our services:

6.1. Right to be informed – Once your application is processed, ISDI will contact you based on the information you have provided in your online registration. You will be updated from time to time by ISDI with regard to your status and requirements. You may refer to No.9 to contact ISDI for your concerns and questions with regard to your data processing.

6.2. Right to access – ISDI is dedicated to keep your Personal Data exclusive and accurate. Once your registration is confirmed, you may access your online account any time with all the details you have



provided us in No.1. You may also visit ISDI to access your files personally. Please refer to No.9 for our office address.

6.3. Right to object – You have the right to object to the processing of your Personal Data. You have the right to withhold consent in case of changes or any amendment to the information provided by ISDI.

If you write a letter to ISDI to retract the consent you have previously given, ISDI will no longer process your Personal Data, unless:

- a. It shall be used for legal purposes by virtue of a subpoena
- b. It is relevant to a contract or service with ISDI or any of our clients.

6.4. Right to rectification – You may change any information you have provided as follows:

- a. By updating and editing your profile online
- b. In order to make changes in documents you have submitted, you may either:
 - Personally submit a letter to ISDI, stating your intention to correct the document and attach the new document therewith; or
 - Through a Special Power of Attorney, authorize another person to submit the new or corrected document to ISDI and attach the new document.

6.5. Right to erasure or blocking – You have the right to suspend, withdraw, or demand the blocking, removal, or destruction of your Personal Data from our Company’s filing system through the following:

- a. By updating and editing your profile online
- b. If you choose to delete your Online account, expect a confirmation email from us within thirty (30) days in order to ensure your protection against data breach
- c. For official documents you have previously submitted, you may either:
 - Personally submit a letter to ISDI, stating the specific information or document/s and your intended action; or
 - Through a Special Power of Attorney, authorize another person, state your intention, specific information or document/s and your intended action.

When it appears that you are deleting your documents with the intention of withdrawing from recruitment or placement while processing is in progress, ISDI has a right to be reimbursed with the actual cost, administrative charges, and damages you may have incurred.

This is not a complete list of your rights. Please refer to the Data Privacy Act of 2012 (RA 10173) and its Implementing Rules and Regulations (IRR) for more information on your right to Data Privacy. You have a right to file a complaint to the Data Privacy Commission when any of your rights mentioned therein is violated.



7. Security Measures

We employ a combination of organizational, physical, procedural and technical security measures. Our database is confidential and our document filing is highly secured by our Compliance Officers.

8. Change to the Privacy Policy

This privacy policy may be updated from time to time. When updated, the “Effective Date” below will be amended and the new Privacy Policy will be posted online.

ISDI reserves the right to update this Privacy Policy in order to comply with the Data Privacy Act of 2012 (Republic Act 10173), its Implementing Rules and Regulations(IRR), and existing laws applicable for the protection of its users.

We may provide you with additional information to this Policy via supplements and other notices. In case of conflict or difference among the information we provide, the notices should be considered first.

9. Contact

Should you have questions or concerns with regard to this Privacy Policy, please contact our Data Privacy Officer.

Name : Francisco De Mesa

Telephone No. : +632 8833 1242

Email Address : dpo@isdphilippines.com

Office Address : ISDI Building, 5439 Curie St., Palanan, Makati City 1235

10. Effective Date

This Policy shall be effective on **12/15/2021**.