

The Armed Forces and Police Savings and Loan Association, Inc is the company that is recruiting for the job vacancy you have applied for. AFPSLAI will process your personal information as described in this Privacy Notice and will be responsible for complying with applicable data protection laws.

AFPSLAI respects your privacy and will treat your personal information as confidential. We will use and share your personal information as described in this Privacy Notice.

I. Personal information we collect about you

When you apply for a job at AFPSLAI, we will ask you to provide us with personal information about yourself so we can evaluate your application. If this information is not provided, our ability to consider you as a candidate may be limited. You may also provide us with your personal information that we have not specifically requested (for example, your CV may contain information about your hobbies and social preferences). All information is provided on a voluntarily basis and you determine the extent of information that you provide to AFPSLAI.

A. Personal Information

The kind of personal information we collect about you may include:

1. Name, identity and contact details – such as your name, address, email address, telephone, other contact information and personal preferences
2. Employment details - such as details of your employment background, including position, work experience, employment references, salary and other compensation requests
3. Background information – such as your educational background including degrees, certificates, transcripts, credit history and/or criminal background screenings (where relevant to your application and permitted under applicable law)
4. COVID-19 data and other Health Data – subject to applicable laws and during the COVID-19 public health pandemic, for workplace health and safety purposes, your health status, and/or negative COVID-19 screening tests (including date and time), prior to accessing any physical location that is owned, leased, or operated by AFPSLAI and used to conduct AFPSLAI business activity
5. Financial Information - such as salary, tax information, benefits, expenses, company allowances, stock and equity grants
6. IT Information – such as certain technical information from you about your visit to our website and other similar technologies.
7. Any other information in your application that you choose to share with us - such as personal preferences, hobbies, social preferences, etc.

B. Sensitive Personal Information

As needed, AFPSLAI may request or require sensitive personal information regarding religion, health, sexual orientation or political affiliation in connection with your application. Subject to applicable laws, AFPSLAI may collect health information related to COVID-19 vaccination status, test results and related screenings. If you have a disability and would like for us to consider an accommodation, you may provide that information during the recruitment process.

To the extent that you provide us with sensitive personal information (race, ethnicity, political opinions or beliefs, membership of a trade union or political party, physical or mental health information, sexual orientation or information related to criminal convictions or offences), you expressly authorize AFPSLAI to handle such information in accordance with this Privacy Notice.

II. Information from other third parties

From time to time, we may obtain information about you from public sources or third parties. For example, we may conduct background screenings and verify information that you have in your application that relates to your past education, employment, credit and/or criminal history, as allowed by applicable law.

You may also choose to provide us with access to certain personal information stored by third parties such as job-related social media sites (for example, LinkedIn). By authorizing AFPSLAI to have access to this information, you agree that AFPSLAI may collect, store and use this information in accordance with this Privacy Notice.

III. How AFPSLAI uses your personal information

AFPSLAI will use your personal information for the following purposes:

1. Recruitment processes relating to selection and evaluation (including as appropriate and required psychometric testing) and the appointment of job candidates (temporary or permanent) for the job you have applied for and for subsequent job opportunities.
2. General HR administration and management (in case you become a AFPSLAI employee)
3. Carrying out satisfaction surveys (for example, to manage and improve the recruitment process)
4. Application analysis such as verification of your employment reference(s) that you have provided, background checks and related assessments
5. Compliance with corporate governance and legal requirements
6. Communicate with you and to inform you of current status of your application and future opportunities

IV. Profiling and Analytics

AFPSLAI may also process your personal data in relation to your application for data and statistical analysis. We may deploy specific technologies for the purposes of enabling certain local and country-wide recruiting analysis and diversity monitoring.

V. With whom will AFPSLAI share your personal information?

We take care to share your personal information only with those who really need it in order to perform their tasks and duties, and to third parties with a legitimate business need.

If your personal information is shared in this way, AFPSLAI will do so only on a “need-to-know” basis and we will seek to ensure it is only used in connection with the functions or services these parties will be performing for AFPSLAI and that your personal information is treated by them in a confidential manner. These service providers that AFPSLAI uses may change over time but we will always seek to ensure that any third parties who handle your personal

information will do so in a manner consistent with this Privacy Notice and in accordance with applicable law.

AFPSLAI may also disclose your personal information to other third parties including:

1. As necessary to comply with our legal obligations, including in order to respond to a lawful government request, court order, administrative or judicial process (such as a subpoena or search warrant)
2. As necessary to establish, exercise or defend our legal rights
3. As necessary to protect your vital interests (for example, we may need to share your personal information with third parties in the event of an emergency)
4. Where we have otherwise obtained your consent

VI. Legal basis under which AFPSLAI processes your personal information

AFPSLAI's legal basis for our collecting and processing of your personal information is in compliance with the terms and conditions as set in Republic Act 10173 otherwise known as the Data Privacy Act of 2012.

Collecting and processing of your personal information shall be consistent with AFPSLAI's legitimate interests, namely the recruitment, selection, evaluation and appointment of new employees and the management and administration of the recruitment and HR process, to the extent these activities do not prejudice or harm your rights and freedoms. These activities are in compliance with AFPSLAI's legal obligations where employment law or other laws require the processing of your personal information. Also considered as legal ground would be your vital interests (for example, health and safety reasons if you attend an interview at our site) and agreements with employee representations (such as recognized Union/s).

VII. How long we keep your personal information

For hired applicants, we will keep your personal information for as long as necessary in connection with the purposes described in this Privacy Notice and in accordance with AFPSLAI's policies.

For recruitment activities however, to ensure updated information, we will only keep applications for a maximum of two (2) years from application date. After such retention period, paper documents shall be shredded and the digital files shall be completely deleted in accordance with the Data Privacy Act. A re-submission of information is then necessary should you wish to pursue your application with AFPSLAI or reapply to other job vacancies.

VIII. Security and Confidentiality

We maintain appropriate organizational, technical and physical measures designed to protect the confidentiality, integrity and availability of any personal information we process.

IX. Your Responsibilities

You are responsible for the information you provide to AFPSLAI and that it is honest, truthful, accurate and not misleading in any way. If you provide information concerning any other person such as individuals you provide as references, you are responsible for providing any notices and ensuring your reference consents to AFPSLAI collecting and processing that information as described in this Privacy Notice.

X. Your Rights

As embodied in RA 10173, Section 16, as data subject you are entitled to:

1. Object if your Personal Data is processed for purposes other than stated in this Declaration and Privacy Consent.
2. Access on how your Personal Data was processed and with whom it was shared.
3. Dispute any inaccurate or erroneous Personal Data and to have AFPSLAI correct such inaccurate or erroneous information.
4. Suspend or order the blocking, removal or destruction of Personal Data that is erroneous, outdated, or unlawfully obtained, or processed not in according to the purposes stated and with the Data Privacy Act.
5. Request for the portability of your Personal Data that is being processed by electronic means and in structured and commonly used format.
6. Be informed whether your personal data shall be, are being, or have been processed, including the existence of automated decision-making and profiling.
7. Be indemnified for any damages sustained due to such inaccurate, incomplete, outdated, false, unlawfully, obtained or unauthorized use of personal data and receive notification in case of a personal data breach that is likely to result in a high risk to your rights and freedoms.
8. File a complaint with the national privacy Commission if you believe that your rights as a data subject have been violated or if there has been a breach of Data Privacy Act.
9. Exercise the transmissibility of rights, allowing you to transfer or pass on your acquired rights to another party under certain conditions and subject to legal provision.

XI. Changes to this Privacy Notice

We will only use your personal information in the manner described in this Privacy Notice. However, we reserve the right to change the terms of this Privacy Notice at any time by posting revisions in our website and social media accounts. If at any time, we decide to use your personal information in a manner that is different from that stated at the- time it was collected, you will be given notice.

XII. Concerns About Processing:

If you have questions, concerns or complaints regarding our compliance with the Data Privacy Act of 2012 or if you wish to exercise your rights to access, rectification, object, portability or deletion in instances allowed under the law, you may contact us through our Data Privacy Officer by way of any of the following channels:

AFPSLAI Data Protection Officer

Mailing Address: AFPSLAI HO 3/F, EDSA cor Boni Serrano Road, Camp Aguinaldo, QC

Email Address: dataprotection@afpslai.com.ph

Please use the following subject format: Inquiry on Data Privacy-Job Application