COWAY VINA	**SOCIALIST REPUBLIC OF VIETNAM**
COMPANY LIMITED	**Independence – Freedom – Happiness**
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No.: 26110201/CW-CS	*Ho Chi Minh City, November 2nd, 2026*

PERSONAL DATA PROCESSING AND PROTECTION POLICY

Pursuant to:

- *Law on Personal Data Protection No. 91/2025/QH15 promulgated on 26 June 2025 ("**Personal Data Protection Law 2025**");*
- *Decree No. 356/2025/ND-CP promulgated on 31 December 2025 detailing a number of articles and measures for implementing the Law on Personal Data Protection ("**Decree 356/2025/ND-CP**");*
- *Law on Protection of Consumers' Rights No. 19/2023/QH15 dated 20 June 2023 ("**Consumer Rights Protection Law**"); and*
- *Other relevant legal regulations.*

1. ON THE PERSONAL DATA PROCESSING AND PROTECTION POLICY

Coway Vina Company Limited ("***Coway***" or "***we***" or "***the Company***") attaches great importance to the protection of Personal Data ("***PD***"). Accordingly, data protection and information security are an integral part of the operating policy of our Company.

In this PD Processing and Protection Policy ("***Policy***"), we will provide information on how we process PD if and when we collect PD for the purpose of providing our products and/or services or carrying out business transactions/operational activities with You or when You use our online services.

In the course of processing PD, depending on the specific circumstances and the purposes of data processing, we may act as a PD Controller, a PD Processor, or a PD Controller-Processor or a Third Party in accordance with applicable law.

General process for collecting and processing PD at Coway

The process for collecting and processing PD at Coway is applied under general principles to all groups of Data Subjects and may be summarized in the following steps: (i) giving notice of the collection and processing of PD and/or requesting the Data Subject's consent, where required by law or internal regulations; (ii) collecting PD; (iii) using and processing PD within the defined purposes; (iv) sharing, providing or transferring PD to relevant parties, if any; (v) applying security and protection measures for PD throughout the processing; (vi) updating, adjusting or amending PD where necessary; (vii) continuing to store and manage PD for a period consistent with the processing purposes and applicable law; and (viii) deleting, destroying or anonymizing PD when it is no longer necessary or when there are appropriate grounds to delete, destroy or anonymize it in accordance with law and Coway's internal regulations.

2. DEFINITIONS

"Data Subject" means the individual reflected by the PD.

"**You**" means the data subject to whom this Policy applies, including all potential and existing customers, service users, recruitment candidates, representatives of partners, suppliers, or other individuals whose PD is processed by the Company.

"Personal Data" ("*PD*") means digital data or information in other forms that identifies or helps identify a specific individual, including: basic PD and sensitive PD.

"Basic PD" means personal data reflecting common personal identity and background factors that are frequently used in transactions and social relations, within the list issued by the Government.

"Sensitive PD" means personal data closely associated with an individual's privacy which, when infringed, will directly affect the lawful rights and interests of agencies, organizations and individuals, within the list issued by the Government.

"Processing of PD" means any activity affecting PD, including one or more of the following activities: collection, analysis, compilation, encryption, decryption, editing, deletion, destruction, de-identification, provision, disclosure, transfer of PD and other activities affecting PD.

"Consent" means the clear, verifiable and voluntary expression by the data subject of permission to process his/her PD. Consent must be expressed through an affirmative action and cannot be inferred from silence or inaction. In addition, Consent must comply with the principles set out in this Policy and with the law on PD protection.

"PD Controller" means an agency, organization or individual that determines the purposes and means of processing PD.

"PD Processor" means an agency, organization or individual that processes PD on behalf of a PD controller or a PD controller-processor through a contract.

"PD Controller-Processor" means an agency, organization or individual that determines the purposes and means of, and directly processes, PD.

"Third Party" means an organization or individual, other than the Data Subject, the PD controller, the PD controller-processor or the PD processor, that participates in the processing of PD in accordance with law.

"DPO/DPD" means the PD protection personnel/department of the Company.

3. PRINCIPLES OF PD PROTECTION

Our processing of PD is carried out based on the following principles:

3.1. Lawfulness, fairness and transparency: PD is processed only when there is a valid legal basis; we always clearly notify the purposes and manner in which data is used.

3.2. Purpose limitation: PD is collected for specific purposes and is not processed for other incompatible purposes without new consent.

3.3. Data minimization: Only data that is necessary and genuinely relevant to the purposes is collected.

3.4. Accuracy: PD is kept accurate and up to date; a mechanism is provided for You to make corrections when needed.

3.5. Storage limitation: Data is kept only for the minimum necessary period.

3.6. Integrity and confidentiality: Appropriate technical and organizational measures are applied against unauthorized access, loss and destruction.

3.7. Accountability: Compliance can be demonstrated, and responsibility is borne for all PD processing activities.

4. TYPES OF PD WE COLLECT AND THE PURPOSES AND SCOPE OF PROCESSING

Depending on Your relationship with Coway, we may collect and process Your PD for different purposes, as follows:

Data Subject	Types of PD Collected and Processed	Purposes and Scope of PD Processing
Employees	PD specified in Table 1 of the attached Appendix.	(a) **Entering into and performing Labor Contracts/Probationary Contracts:** to prepare, sign, amend, extend, perform and terminate these Contracts; to ensure the performance of the Company's rights and obligations under the Contracts and the law. (b) **Labor and personnel management:** to serve internal labor and personnel management, including planning, organizing, directing and controlling activities relating to recruitment, employment, training, evaluation, salary, bonuses, benefits, labor relations, labor discipline, termination of the employment relationship and other matters arising in the course of managing Employees, in order to ensure that the Company's operations run effectively and comply with the law as well as the Company's internal regulations. (c) **Payment and implementation of benefits for Employees:** paying business travel expenses, advances and other legitimate expenses incurred when Employees perform work assigned by the Company; analyzing information on work and labor productivity to develop, apply and implement salary and bonus policies in accordance with the Company's regulations. (d) **Performing obligations relating to insurance, tax and administrative procedures:** calculating, updating, storing and performing obligations and procedures relating to social insurance, health insurance, personal income tax and other administrative obligations in accordance with the law.

Data Subject	Types of PD Collected and Processed	Purposes and Scope of PD Processing
		(e) **Employee health care:** organizing periodic health examinations in accordance with the law, including transferring PD to medical examination and treatment establishments that are licensed by competent state authorities in Vietnam and cooperate with the Company to carry out periodic health examinations for Employees. (f) **Performing the obligation to provide information:** providing PD, records and related information at the request of competent state authorities in accordance with the law. (g) **Record storage and handling of issues arising in the labor relationship:** storing and managing personnel records in accordance with the law; resolving disputes arising between the Company and Employees; considering and handling labor discipline for violations of the Company's Labor Regulations. (h) **Representation and transactions with third parties:** using and transferring PD so that Employees may represent the Company in entering into contracts or agreements or carrying out transactions with third parties; acting as a contact point and exchanging information in the course of using services, purchasing goods or performing contracts with third parties. (i) **Transfer of PD to partners and service providers:** transferring PD to the Company's partners, service providers or cooperating entities to serve the Company's management, operation and business activities, as well as the implementation of benefit regimes and policies, entitlements and tasks arising within the functions, duties or position of the Employee, including but not limited to health examination, visa, travel, transportation, accident insurance, training, accommodation, payment,

Data Subject	Types of PD Collected and Processed	Purposes and Scope of PD Processing
		information technology services and other lawful support services. (j) **Transfer of PD within the Group:** sharing and transferring PD to the parent company (Coway Co., Ltd.) in Korea to serve labor management at the group level, including managing personnel records, monitoring labor status, carrying out human resources management activities within the Group and other lawful management purposes in accordance with the Group's policies. (k) **Storage and processing of PD on electronic systems**: uploading, storing, managing, accessing and processing PD on applications, software and cloud computing platforms used by the Company (including Docswave, Google Drive and 1Office) to serve the Company's internal labor and personnel management.
Individual Customers/ Corporate Customers entering into Goods Sale Contracts/ Equipment Rental Contracts and Equipment Installment Contracts	PD specified in Table 2 of the attached Appendix.	Depending on the nature of the Contract and the classification of Data Subjects, Coway's purposes of processing personal data are determined as follows: (a) **Entering into and performing the relevant commercial contracts ("Contract"):** to prepare, sign, amend, extend, perform and terminate this Contract; to ensure the performance of the Company's rights and obligations under the Contract and the law. (b) **Management and provision of maintenance and servicing:** transferring the Customer's PD to personnel in charge of maintenance and servicing (Cody) to assign work, monitor the service provision process, support the Customer and ensure full performance of the Company's obligations under the Contract. (c) **Order management:** receiving, confirming, processing, tracking, managing and completing orders, including updating order status and related

Data Subject	Types of PD Collected and Processed	Purposes and Scope of PD Processing
		activities to ensure the supply of products and services to the Customer. (d) **Payment and performance of financial obligations:** processing payment transactions, reconciliation, refunds (if any), issuing invoices, accounting and performing financial obligations arising in the course of entering into and performing the Contract. (e) **Performing tax obligations and administrative procedures:** calculating, storing and providing information to perform obligations relating to tax, accounting, invoices and other administrative procedures in accordance with the law. (f) **Performing the obligation to provide information:** providing PD, records and related information at the request of competent state authorities in accordance with the law. (g) **Record storage and handling of arising issues:** storing and managing customer records in accordance with the law; receiving and handling complaints, disputes, claims for damages or other issues arising in the course of entering into and performing the Contract. (h) **Transfer of PD to partners and service providers:** transferring PD to the Company's partners, service providers or cooperating entities to the extent necessary to perform the Contract with the Customer, including but not limited to payment service providers (for example VNPT, through uploading, managing and processing PD on the VNPT Epay system), shipping/delivery units, e-commerce platforms and other support service providers. (i) **Storage and processing of PD on electronic systems:** storing, managing, accessing, using and processing PD on applications, software and cloud

Data Subject	Types of PD Collected and Processed	Purposes and Scope of PD Processing
		computing platforms used by the Company, including MTrust/Etrust (software developed by companies of the Coway Group overseas), in order to manage customer information, manage orders and support Cody personnel in monitoring and providing services to the Customer.
Collaborators (CTV)	PD specified in Table 3 of the attached Appendix.	(a) **Entering into and performing the Contract:** to prepare, sign, amend, extend, perform and terminate this Contract; to ensure the performance of the Company's rights and obligations under the Contract and the law. (b) **Personnel management:** to serve internal personnel management, including planning, organizing, directing and controlling activities relating to recruitment, use of personnel, training, evaluation, remuneration/service fees , bonuses, benefits, service relations, penalties/claims for compensation, termination of the service relationship and other matters arising in the course of performing the Contract, in order to ensure that the Company's operations run effectively and comply with the law as well as the Company's internal regulations. (c) **Payment and implementation of benefit regimes:** paying business travel expenses, advances and other legitimate expenses incurred when CTVs perform work assigned by the Company; analyzing information on work and service-provision productivity to develop, apply and implement remuneration/service fee and bonus policies in accordance with the Company's regulations. (d) **Performing tax obligations and administrative procedures:** calculating, updating, storing and performing obligations and procedures relating to personal income tax and other

Data Subject	Types of PD Collected and Processed	Purposes and Scope of PD Processing
		administrative obligations in accordance with the law. (e) **Health care:** purchasing personal insurance, including transferring PD to insurance providers that are licensed by competent state authorities in Vietnam and cooperate with the Company to purchase insurance for CTVs. (f) **Performing the obligation to provide information:** providing PD, records and related information at the request of competent state authorities in accordance with the law. (g) **Record storage and handling of issues arising in the service relationship:** storing and managing CTV personnel records; resolving disputes arising between the Company and CTVs; considering penalties/claims for damages for violations of the Contract. (h) **Representation and transactions with third parties:** using and transferring PD so that CTVs may represent the Company in entering into contracts or agreements or carrying out transactions with third parties; acting as a contact point and exchanging information in the course of using services, purchasing goods or performing contracts with third parties. (i) **Transfer of PD to partners and service providers:** transferring PD to the Company's partners, service providers or cooperating entities to serve the Company's management, operation and business activities, as well as the implementation of benefit regimes and policies, entitlements and tasks arising within the functions, duties or position of the CTV, including but not limited to health examination, visa, travel, transportation, accident insurance, training, accommodation, payment, information technology services and other lawful support services.

Data Subject	Types of PD Collected and Processed	Purposes and Scope of PD Processing
		(j) **Storage and processing of PD on electronic systems:** uploading, storing, managing, accessing and processing PD on applications, software and cloud computing platforms used by the Company (including Nextcloud) to serve the Company's internal personnel management, ensure the operation, management and performance of the Contract, and support CTVs in providing services under the Contract.
Candidates	PD specified in Table 4 of the attached Appendix.	(a) Identifying, authenticating and verifying the information of the Data Subject. (b) To serve Coway's recruitment activities, including managing personnel/candidate records; contacting candidates to schedule interviews, exchange information, and support and answer candidates' questions; storing records for suitable future positions; preparing and signing Offer Letters and confidentiality agreements; and performing obligations under the law (if any).
Persons related to Employees/Collaborators	PD specified in Table 5 of the attached Appendix.	(a) Providing information and carrying out administrative procedures with state management authorities in the fields of labor; social insurance; health management; tax management; and specialized management authorities in accordance with Vietnamese law (including personal income tax finalization procedures). (b) Exercising the rights and performing the obligations of the Company/Employees/Collaborators under contracts signed between the parties. (c) Storing and managing Employee records: storing, managing and using PD to serve personnel record management, monitoring the working process, resolving issues/obligations arising in the labor relationship, and meeting storage requirements under the law.

Data Subject	Types of PD Collected and Processed	Purposes and Scope of PD Processing
Customers' beneficiaries	PD specified in Table 6 of the attached Appendix.	(a) Identifying, authenticating and verifying the information of the Data Subject. (b) Exercising the rights and performing the obligations of the Company/customers under contracts signed between the parties. (c) Storing and managing customer records: storing, managing and using information to serve record management, information look-up, customer care, and resolving issues arising in the course of entering into and performing the Contract.

5. LEGAL BASIS FOR PROCESSING AND THE DATA SUBJECT'S CONSENT

5.1. We process PD on the basis of one or more of the following grounds: (i) Your consent; (ii) to perform an agreement/contract with You; (iii) to perform Our legal obligations; (iv) cases in which the law permits PD to be processed without consent.

5.2. When processing PD on the basis of consent, We ensure that Your Consent is given voluntarily, clearly and specifically, and that You are fully informed of:

(a) The types of PD to be processed;

(b) The purposes of PD processing;

(c) The organizations and individuals to whom PD is transferred;

(d) The PD storage period;

(e) The rights and obligations of the Data Subject.

Your silence or failure to respond is not regarded as consent. You have the right to withdraw Your consent at any time; withdrawal of consent does not affect the lawfulness of processing carried out before the withdrawal. Details on how consent is expressed, how consent is withdrawn, and the alternative legal bases where consent is not required are set out in the following contents of Section 6 of this Policy.

6. DATA COLLECTION MECHANISM AND EXPRESSION OF CONSENT

6.1. Channels and methods of collecting PD

(a) Collection directly from You;

(b) Automatic collection through technology:

- Cookies;
- System access logs, including access logs;
- IP addresses, and browser environment data;

(c) Collection from third parties.

6.2. Conditions for valid consent

Consent is legally valid only when all of the following conditions are met at the same time:

(a) Voluntary: Not coerced, and not a mandatory precondition for using a service (unless the data is truly necessary for that service);

(b) Fully informed: You are provided with sufficient information on the purposes, legal basis, data recipients, storage period and Your rights BEFORE You consent;

(c) Specific: Each processing purpose requires a separate consent; consent must not be "bundled" for multiple unrelated purposes;

(d) Clear and verifiable: Expressed through an affirmative action, with a timestamp and stored evidence;

(e) Withdrawable: You may withdraw Your consent at any time through a simple mechanism equivalent to the mechanism used to give consent.

6.3. How to withdraw consent

You have the right to withdraw any Consent previously given at any time through:

- Cookies: by changing the settings via [Cookie Settings] in the website footer, taking effect immediately;
- All other types of Consent: Submit a request to withdraw consent in accordance with the instructions in Section 8 of this Policy. The DPD will review and process the request and contact You within 02 working days.

6.4. Alternative legal bases (where consent is not required)

In certain cases, the Company may process PD without Your consent where there is an independent legal basis:

(a) To protect the life, health, honor, dignity, and lawful rights and interests of the Data Subject or of others in an emergency; to protect the legitimate rights or interests of oneself, of others, or the interests of the State, of agencies and organizations to the extent necessary against acts infringing those interests. The PD controller, PD processor, PD controller-processor or third party bears the responsibility of proving such cases;

(b) To handle emergency situations; threats to national security that have not yet reached the level of declaring a state of emergency; to prevent and combat riots, terrorism, crime and violations of law;

(c) To serve the operations of state agencies and state management activities in accordance with the law;

(d) To perform an agreement between the Data Subject and relevant agencies, organizations or individuals in accordance with the law;

(e) To sell or supply products, goods or services at the request of consumers and only within the scope of information that consumers have consented to;

(f) To transfer information that has been collected in accordance with the Consumer Rights Protection Law and other relevant laws to a third party for storage or analysis to serve the transferor's business activities, where there is a written agreement that the third party is responsible for protecting consumer information in accordance with regulations;

(g) Other cases in accordance with the law.

7. FOR USERS OF THE WEBSITE & COOKIES

7.1. Technical data collected automatically

a) IP address and estimated geographic location derived from IP (country, province/city);

b) Access logs: URLs viewed, timestamps, actions, navigation flow;

c) Traffic source: referral URL, UTM parameters, search keywords.

7.2. Cookies and tracking technologies

We classify cookies and tracking technologies according to the following consent mechanism:

Essential cookies	Including: Login session, CSRF token, security ⇨ No consent required, cannot be disabled
Advertising and Third-Party Analytics Cookies	Includes: Google Analytics and Google Analytics 4. ⇨ Consent is required. These cookies can be disabled separately.

7.3. Sharing of Your data

Below is the complete list of parties that may receive Your Personal Data in your capacity as a User of the website and software application:

(a) Google (Analytics 4, Ads);

(b) Storage service providers (Google Drive);

(c) LinkedIn Insight Tag: professional events – only upon consent to marketing cookies – basis: consent.

7.4. Strorage period

Analytics Cookies	12 months
System logs	12 months

8. YOUR RIGHTS AND OBLIGATIONS REGARDING PD

8.1. Your rights regarding PD include:

(a) The right to be informed about the processing of PD;

(b) The right to consent or not consent, and to request withdrawal of consent to allow the processing of PD;

(c) The right to view, correct or request correction of PD;

(d) The right to request provision of, deletion of, or restriction of the processing of PD; to send a request objecting to the processing of PD;

(e) The right to complain, denounce, bring lawsuits and claim compensation in accordance with the law;

(f) To request competent authorities or agencies, organizations or individuals involved in PD processing to implement measures and solutions to protect Your PD in accordance with the law.

8.2. Your obligations regarding PD include:

(a) To protect Your own PD;

(b) To respect and protect the PD of others;

(c) To provide Your PD fully and accurately in accordance with the law, under a contract, or when consenting to the processing of Your PD;

(d) To comply with the law on PD protection and participate in preventing and combating activities that infringe PD.

How to exercise rights

Step 1: Fill in the "Form for Exercising the Rights of the Personal Data Subject", sign it and scan it

Step 2: Send an email to: compliance@cowayvina.com.vn – Subject: "Request to exercise PD protection rights – [Full name] – [Type of right]"

Or: Send the form by post to: 16 Nguyen Truong To, Xom Chieu Ward, Ho Chi Minh City. Recipient: DP Department – Telephone: 028 2211 8001

Please note that the exercise of the rights of the Data Subject PD may affect the performance of related activities to which the Data Subject PD is a party. The Company is not liable in this case.

9. PD SECURITY PROTECTION

We apply appropriate technical, organizational and management measures to protect PD against the risks of unauthorized access, loss, disclosure or processing for improper purposes. The level and type of measures applied depend on the nature and sensitivity of the PD, the scale of processing, the technology used and the level of risk that may arise.

9.1. Technical measures

Depending on the case, we may apply one or more of the following measures:

(a) Encryption in transit;

(b) Encryption at rest;

(c) Multi-factor authentication (MFA);

(d) Access control;

(e) Automatic daily backups with offsite storage; quarterly restoration tests;

9.2. Organizational measures

Depending on the scale of operations and legal requirements, we apply one or more of the following measures:

(a) Appointing/establishing a DPO/DPD;

(b) Mandatory PD protection training for 100% of employees upon onboarding and annually;

(c) Preparing, submitting and retaining PD processing impact assessment dossiers and cross-border PD transfer dossiers in accordance with regulations;

(d) Signing PD processing agreements with all third parties that process PD.

9.3. PD breach incident response process

Immediately upon detecting an incident or suspecting that an incident has occurred	⇨ Receive information, record the incident and activate the response process; ⇨ Make a preliminary determination of the types of data affected, the scope of impact and the level of risk
Within 24 hours	⇨ Implement measures to contain the incident and mitigate damage
Within 72 hours	⇨ Notify the specialized PD protection authority in accordance with the law where notification is required
Within 72 hours or a longer period if necessary, consistent with the nature and handling progress of the case by Coway	⇨ Notify affected data subjects, including at a minimum: a description of the breach, the risks, the remedial measures that the enterprise has applied, and recommended measures for self-protection.
After the incident	⇨ Investigate the root cause; update the PD processing impact assessment dossier (DPIA); implement preventive measures to avoid recurrence of the incident.

10. PD RETENTION PERIOD

We store PD only for the period necessary to fulfill the stated processing purposes, or for the period required by law.

After the retention period expires, the Company will delete, destroy or de-identify PD by appropriate measures, unless otherwise provided by law.

11. TRANSFER OF PD OUTSIDE THE TERRITORY OF VIETNAM

In order to fulfill the purposes of processing the Data Subject's PD, Your PD may be stored or processed on servers located in countries outside the territory of Vietnam; or transferred to the parent company in Korea.

In this case, the Company undertakes to:

(a) Prepare, retain and submit the Cross-Border PD Transfer Impact Assessment Dossier (DTIA) in accordance with regulations (ready for inspection and submission within 60 days from the date the transfer is carried out);

(b) Self-assess and take responsibility for the data protection capability of the data recipient;

(c) Carry out procedures with competent authorities in accordance with regulations;

(d) Apply safety measures for PD during the transfer in accordance with the law (including the measures in Section 8 of this Policy).

12. UNINTENDED CONSEQUENCES AND DAMAGES

12.1. The Company will always make its best efforts to keep the PD of Data Subjects confidential and secure during the processing of PD.

12.2. The Company cannot guarantee against unintended consequences and damages affecting the PD of Data Subjects in the following cases:

(a) Hardware or software errors not caused by the Company that result in the loss or distortion of the Data Subject's PD;

(b) Security vulnerabilities beyond the Company's control, or the Company's systems being attacked by other third parties, resulting in the loss or disclosure of PD;

(c) The Data Subject disclosing his/her own PD through carelessness or being deceived or defrauded; or accessing websites or downloading applications that contain malicious software;

(d) Other consequences that the Company cannot foresee and prevent.

13. EFFECTIVENESS AND UPDATES OF THE POLICY

This PD Protection Policy applies from the date of signing and is updated in accordance with the law on PD protection in force at the relevant time. The rights and obligations of Data Subjects are guaranteed under the corresponding legal provisions from time to time.

We have the right to change and update this Policy from time to time and will ensure that such changes and updates are consistent with relevant laws. We will announce changes on our website. The amended Policy will take effect from the time it is announced on our website.

14. CONTACT US

You may contact us to learn more about this Policy, to provide comments, or to make any complaint by contacting our PD protection personnel using the following information:

Department	Department/Personnel in charge of PD Protection (DPD)
Email	compliance@cowayvina.com.vn
Telephone	028 2211 8001 | Monday – Friday, 8:00 – 17:30 (Vietnam time)
Postal address	16 Nguyen Truong To, Xom Chieu Ward, Ho Chi Minh City – Clearly state: DP DEPARTMENT
Response time	Up to 02 working days, unless otherwise provided by law.

COWAY VINA COMPANY LIMITED

GENERAL DIRECTOR

CÔNG TY TNHH COWAY VINA

TỔNG GIÁM ĐỐC

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APPENDIX: DETAILED INFORMATION ON THE TYPES OF PERSONAL DATA COLLECTED AND PROCESSED

1. Table 1: Employees

	PERSONAL DATA	TYPE OF PERSONAL DATA
(1)	Full name	Basic
(2)	Gender	Basic
(3)	Date of birth	Basic
(4)	Nationality	Basic
(5)	Place of birth	Basic
(6)	Citizen ID card/Passport information (including passport image)	Basic
(7)	Permanent residence address, temporary residence address	Basic
(8)	Telephone number/Email/Skype ID	Basic
(9)	Educational level	Basic
(10)	Bank account number information	Basic
(11)	Marital status	Basic
(12)	Tax code information	Basic
(13)	Social insurance/Health insurance number information	Basic
(14)	Portrait photo	Basic
(15)	Health information	Sensitive
(16)	Fingerprints	Sensitive
(17)	Salary and entry/exit information	Sensitive
(18)	Image of Citizen ID card	Sensitive
(19)	Education/work history information	Sensitive

2. Table 2: Customers

	PERSONAL DATA	TYPE OF PERSONAL DATA
Individual customers entering into Goods Sale Contracts		
(1)	Full name	Basic
(2)	Nationality	Basic
(3)	Citizen ID card/identity card/Passport information	Basic
(4)	Permanent residence address, installation address	Basic
(5)	Telephone number/Email	Basic
Individual customers entering into Equipment Rental Contracts/Equipment Installment Contracts		
(1)	PD from items (1) to (5) of individual customers entering into Goods Sale Contracts	Basic
(2)	Credit card information	Sensitive
(3)	Image of ID card/Citizen ID card/identity card/passport/temporary residence card	Sensitive
(4)	Bank statement with red seal, online bank statement (if any)	Sensitive
(5)	Savings book deposited directly at a bank (if any)	Sensitive
(6)	Payroll file/Salary confirmation, photo of health insurance card or social insurance book (if any)	Sensitive
(7)	VSSID account (video) (if any)	Sensitive
(8)	Image of credit balance (if any)	Sensitive
(9)	Documents proving the relationship with the Service Beneficiary (if any)	Basic & Sensitive
Corporate Customers		
(1)	Full name of the contact person/legal representative, authorized representative	Basic
(2)	Telephone number of the contact person/legal representative, authorized representative	Basic
(3)	Email address of the contact person/legal representative, authorized representative	Basic

3. Table 3: Collaborators

	PERSONAL DATA	TYPE OF PERSONAL DATA
(1)	Full name	Basic
(2)	Gender	Basic
(3)	Date of birth	Basic
(4)	Citizen ID card/ID card information	Basic
(5)	Address/email	Basic
(6)	Telephone number	Basic
(7)	Educational level	Basic
(8)	Bank account number information	Basic
(9)	Marital status	Basic
(10)	Education history information	Sensitive

4. Table 4: Candidates

	PERSONAL DATA	TYPE OF PERSONAL DATA
(1)	Full name	Basic
(2)	Gender	Basic
(3)	Date of birth	Basic
(4)	Nationality	Basic
(5)	Place of birth	Basic
(6)	Citizen ID card/Passport information	Basic
(7)	Permanent residence address, temporary residence address	Basic
(8)	Telephone number/Email/Skype ID	Basic
(9)	Educational level	Basic
(10)	Bank account number information	Basic
(11)	Marital status	Basic

	PERSONAL DATA	TYPE OF PERSONAL DATA
(12)	Tax code information	Basic
(13)	Social insurance/Health insurance number information	Basic
(14)	Education history information	Sensitive
(15)	Other PD arising: (*please specify*)	

5. Table 5: Persons related to Employees/Collaborators

	PERSONAL DATA	TYPE OF PERSONAL DATA
(1)	Full name; telephone number; email;	Basic
(2)	Permanent residence address, temporary residence address;	Basic
(3)	Gender, nationality;	Basic
(4)	Date of birth; personal identification information, passport, personal tax code, social insurance book number, health insurance card number;	Basic
(5)	Photo of identity documents (citizen ID card, passport).	Sensitive

6. Table 6: Customers' beneficiaries

	PERSONAL DATA	TYPE OF PERSONAL DATA
(1)	Full name;	Basic
(2)	Email;	Basic
(3)	Address;	Basic
(4)	Citizen ID card/Passport information.	Basic