

LINE Vietnam's Privacy Policy (Ver. 1.0)

LINE Vietnam Company Limited (hereinafter referred to as the "Company,"), complies with the relevant legal regulations related to the protection of personal information, including the Laws of Personal Information Protection, Cybersecurity, and other applicable laws. The Company has established a Privacy policy in accordance with these laws to ensure the protection of the rights and interests of data subjects including the following:

01 Purpose and the Type of Personal Information Collected

02 Third-Party Provision of Personal Information

03 Entrustment of Personal Information Processing

04 Overseas Transfer of Personal Information

05 Personal Information Processing and Retention Period

06 Procedure and Method for Personal Information Destruction

07 Rights and Obligations of Data Subjects and their Exercise Methods

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1. Purpose and the Type of Personal Information Collected

Firstly, the Company collects the following personal information for the purpose of job application, recruitment process, application modification, verification of qualifications, notification of application results, responding to inquiries related to job applications, ensuring smooth communication with job applicants, ongoing job offers, and confirmation of employment protection eligibility.

- a. **Mandatory Information:** Name, password for application modification, email address, phone number (both mobile and landline), date of birth, gender, nationality, educational background (school name, enrollment/graduation date, major, minor, GPA, graduation classification), employment history (company name, department, job duties, employment period, employment type), military service information, and veteran status (including veteran ID if applicable), disability information
- b. **Optional Information:** Employment history (for fresh graduates), qualifications, awards, language skills, portfolio
- c. **Others:** Information related to external referrals, reference check information (applicable to those concerned).

Secondly, during the process of using services or conducting business operations, the following information may be automatically generated and collected.

- a. Information such as the type of browser and operating system used by the data subject, browsing history (IP address, access time), and cookies.
- b. Additionally, during the reception and response process for job applications and partnership proposals, contact information such as email addresses and phone numbers (both mobile and landline) may be collected as identification information based on the method of contact.

The Company collects personal information through user input on the website, via email, and in some cases, information may also be collected in the form of printed documents.

2. Third-Party Provision of Personal Information

The Company uses personal information within the scope notified in "1. Purpose and the type of Personal Information collected" and does not exceed this scope or generally disclose the personal information of data subjects to external parties without the data subject's prior consent. However, exceptions apply in the following cases:

- a. When the data subject has given separate consent.
- b. When there is a specific provision in the law or it is necessary to comply with legal obligations.
- c. When it is deemed necessary for the urgent interests of the life, body, or property of the data subject or a third party.
- d. When it is urgently necessary for public hygiene, public safety, etc.

The Company allows access to job application details to companies with a special relationship with the Company (subsidiaries, affiliated companies, overseas corporations, etc.) in order to provide recruitment process to job applicants. The details are as follows:

Recipients of Personal Information	Purposes of Personal Information Use by Recipients	Personal Information Items Provided	Retention & Use Period of Personal Information by Recipient
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LY Corporation LINE Plus Corporation	Ongoing job offers, management of the recruitment process, ensuring smooth communication with applicants, personnel management	All application details	5 years
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3. Entrustment of Personal Information Processing

The Company outsources the processing of personal information as follows to enhance services and ensure smooth business operations. Necessary provisions are made in accordance with relevant laws and regulations to ensure the secure management of personal information in outsourcing contracts.

The Company entrusts the processing of personal information to subcontractors (including cases of re-subcontract), and the details of the entrusted tasks are as follows.

Trustees	Content of business entrusted	Retention of use period of Personal Information
Grepp Inc.	Coding test	2 years
Atlassian Corp. Box Inc.	Management of the recruitment process, ensuring smooth communication with applicants, personnel management	5 years

4. Overseas Transfer of Personal Information

The Company transfers personal information overseas to third-party companies for outsourcing and the details of the third-party companies and the outsourced tasks are as follows:

Trustees	Purpose of handling personal information outside the country	Relevant personal information items	The country where personal information is handled	When to move personal information out of the country and how
LY Corp. LINE Plus Corp. Grepp Inc. Atlassian Corp. Box Inc.	Proceeding with recruitment procedure; personnel management, etc., as determined by LINE Vietnam	Job application-related details including resume, as determined by LINE Vietnam	Data is stored in Japan.	Transmission through network at or after the time of submittal of job application. Access may also be required at the time of performance of technical support or professional services.

5. Personal Information Processing and the Retention Period

Personal information is processed and the retained period for which consent was obtained from the data subject for the collection of personal information, and it is generally disposed of without delay once the purpose of processing personal information is achieved.

However, the personal information of job applicants is retained in the Company's talent pool for a period of 5 years, and if recruitment is needed, it is used for ongoing recruitment from that talent pool. If a request for the deletion of personal information is made by a job applicant, the information in question will be promptly deleted.

6. Procedure and Method for Personal Information Destruction

The personal information of data subjects is generally destroyed without delay once the purpose of processing personal information is achieved. The Company's personal information destruction procedure and method are as follows.

6.1 Destruction Procedure

- a. Information provided by data subjects is transferred to a separate database (or separate document storage if using paper) after the purpose is achieved and is retained for a certain period as required by internal policies and other relevant laws and regulations (refer to "4. Personal Information Processing and Retention Period"). It is then destroyed.
- b. This personal information will not be used for any purpose other than retention unless required by law.

6.2 Destruction Method

- a. Personal information printed on paper (if any) is destroyed using a shredder or incinerated.
- b. Personal information stored in electronic file format is deleted using technical methods that make the data irrecoverable.
- c. In cases where the above methods are significantly difficult due to technical characteristics, the information is processed into anonymous data to ensure irrecoverable deletion.

7. Rights and Obligations of Data Subjects and their Exercise Methods

Data subjects have the right to access, modify, delete, or request the suspension of their registered personal information at any time. If you wish to delete or suspend your personal information, please contact the Data Protection Officer in writing, or via email, and we will promptly take appropriate action.

8. Measures to Ensure the Security of Personal Information

The Company is implementing the following technical and administrative measures to ensure the security of personal information in the processing of personal information of data subjects, in order to prevent its loss, theft, leakage, alteration, or damage.

a. Password Encryption

The passwords set by job applicants are encrypted and stored securely, known only to the individuals themselves. Confirmation and modification of personal information can only be done by the individual who knows the password.

b. Measures to Counter Hacking and Similar Threats

The Company strives to prevent the leakage or damage of personal information of data subjects due to hacking or computer viruses, among other threats. Data is regularly backed up to prepare for data loss, and up-to-date antivirus programs are used to prevent the leakage or damage of personal information. Encryption communication is used to securely transmit personal information over networks. Intrusion prevention systems are employed to control unauthorized access from external sources. Additionally, all possible technical measures are taken to ensure system security.

c. Minimization and Training of Personal Information Processing Personnel

The Company restricts access to personnel responsible for handling personal information and provides them with separate passwords that are regularly updated. Furthermore, the Company conducts periodic training for these personnel and emphasizes the protection of the personal information of job applicants.

d. Operation of a Personal Information Protection Team

The Company operates a personal information protection team within the organization to monitor compliance with the Company's Privacy Policy and to promptly correct any issues found. However, the Company is not responsible for damages that do not result from the Company's negligence or occur in areas not managed by the Company, even if the Company has fulfilled its obligation to protect personal information.

9. Installation, Operation, and Refusal of Automatical Personal Information Collecting Devices

The Company uses "cookies" to provide web services. Cookies are used in operating websites and are small pieces of information sent by the server and stored on the user's computer browser's hard drive.

a. Purpose of Using Cookies

Cookies are used to track information such as the visit and usage patterns of users on visited web pages, as well as their security access status.

b. Installation, Operation, and Refusal of Cookies

The storage of cookies can be rejected through the option settings in the Tools > Internet Options > Privacy menu of the web browser.

If cookie storage is rejected, there is a possibility that the convenience and functionality of all or some features of the webpage may be restricted.

10. Contact Information

A data subject may file complaints about personal information protection to our Privacy Officer stated in the following table and he will handle them promptly and faithfully.

Phone: (+84) 28 2211 9728

Email: dl_hradminhcmcdvcenter@linecorp.com

11. Other

This "Privacy Policy" does not apply to the actions of websites linked to this website that collect personal information.

12. Privacy Policy Alternation History

In the event of any additions, deletions, or modifications to the current privacy policy, notice will be provided on our website. However, if there are significant changes that impact the rights of the data subject, such as the collection and utilization of personal information or third-party disclosures, notification will be made at least 30 days in advance.