

## **Privacy Statement**

**Effective Date:** January 6, 2025

### **Our Privacy Policy**

CDO Foodsphere, Inc. ("we," "us," or "our") respects your privacy and is committed to protecting your personal information. This Privacy Statement explains how we collect, use, and safeguard the information you provide when using the CDO Careers website (<https://careers.cdo.com.ph/>).

#### **1. Information We Collect**

When you access or use the Website, we may collect the following information:

- **Personal Information:** Name, contact details (email, phone number), address, date of birth, educational background, work experience, and any other information you submit through the application process.
- **Technical Information:** IP address, browser type, device information, and usage data collected via cookies or similar technologies.

#### **2. How We Use Your Information**

We use the information collected for the following purposes:

- To process your job application and assess your suitability for employment.
- To communicate with you regarding your application or career opportunities.
- To comply with legal and regulatory requirements.
- To improve the functionality and user experience of the Website.

#### **3. Sharing of Information**

We do not sell or share your personal information with third parties for marketing purposes. However, we may share your information:

- With authorized personnel within CDO Foodsphere, Inc. involved in the recruitment process.
- With service providers or contractors who assist in managing the Website or processing applications, subject to confidentiality agreements.
- When required by law or to protect our legal rights.

#### **4. Data Retention**

We retain your personal information only as long as necessary to fulfill the purposes outlined in this Privacy Statement or as required by law. If your application is unsuccessful, we may retain your data for future opportunities, unless you request otherwise.

## **5. Data Security**

We implement technical and organizational measures to safeguard your personal information against unauthorized access, loss, or misuse. Despite these efforts, no system can guarantee absolute security.

## **6. Your Rights**

To the extent provided by the Act, we are committed to respecting your rights, specifically:

- to be informed
- to access
- to object
- to erasure or blocking
- to damages
- to file a complaint
- to rectify
- to data portability

## **7. Cookies**

The Website uses cookies to enhance user experience and gather analytics. You can control cookie settings through your browser.

## **8. Updates to this Privacy Statement**

This policy will be updated as necessary to reflect best practices and to ensure compliance with any changes or amendments to the Data Privacy Act of the Philippines. When we do so, we will post the new privacy policy on this page and change the policy's date. We encourage you to regularly review our Data Privacy Policy for updates about the handling of your personal information.

## **9. Contact Us**

Let us know how better we can address your inquiries, comments, updates, or requests for information relating to any matter about this Privacy Policy. You may send us an email at [dpo@cdo.com.ph](mailto:dpo@cdo.com.ph) or call us at 8588-5900 to discuss your concerns together with your contact details for reference.

By using the CDO Careers website, you consent to the collection and use of your information as described in this Privacy Statement.