

**Data Privacy Note for the application procedure of legal documents (visa, work permit exemption, temporary residence card, etc.) for international experts at GIZ Vietnam regarding the storage and use of personal data by GIZ in Vietnam**

As described in SOPs on the application procedure of legal documents for international experts at GIZ Vietnam, sending your information to GIZ Office requires the disclosure of personal data. As the protection of personal data is very important to GIZ, we would like to inform you about which personal data is stored and what it is used for as well as what is your right.

The responsible body for data processing is Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

Registered offices:

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The personal data provided in the application processes such as title, first name, last name, date of birth, email, cell phone number, place of residence, education and qualifications, career history, etc., which are required for the application process, is stored on GIZ servers and used for the application process of the applied procedures only.

The data will be used exclusively for the purposes described in this statement; any other use will always be subject to renewed consent. The data will be deleted when the international staff and their family have left Vietnam.

GIZ applies suitable technical and organisational measures to protect the data against accidental or intentional falsification, destruction, loss or access by unauthorised persons. Access to personal data is restricted to GIZ staff and other GIZ staff relevant to the position who are required to process this data in accordance with the aforementioned purpose(s) and handle the data properly and confidentially.

**Purpose for compliance with a legal obligation Law No. 47/2014/QH13, Decree 152\_2020\_ND-CP and Article 11(1) Decree 13\_2023\_ND-CP\_EN.**

**Processing of your data in a third country or by an international organisation**

Data is transmitted to parties in states outside the European Economic Area EU/EEA (third countries) whenever this is necessary to meet a contractual obligation towards you (e.g. a secondment abroad), where this is legally required (e.g. a visa processing), where the tasks conferred on us as a service provider in the field of international cooperation require such a transfer, or where you have issued us lawful consent to such a transfer. Your data may be processed in a third country in connection with the involvement of service providers that act as external processors.

If no decision has been made by the European Commission regarding an adequate level of data protection in the country in question, we ensure adequate protection of your rights and freedoms by transferring your data in accordance with the provisions laid out in Article 49(b) et seqq GDPR. Information on appropriate and adequate guarantees may be

requested from the company's Data Protection team.

**Revocation and other requests can be addressed to:**

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