



**International
Skill
Development, Inc.**

Data Privacy Statement and Consent to Use Job Application Data

Your privacy is important to ISD. This statement aims at informing you of how ISD entities will use the information you submit when applying for a job for our clients via our Website, Facebook, Online and other means of application.

All Job Application Data you submit to ISD via this means is collected by International Skill Development, based in Makati City, Philippines.

What types of information do we process?

This Privacy Statement covers any Job Application Data you submit to Corning, such as:

- Name, address, email address, telephone number, or other contact information;
- Information contained in your CV or cover letter, such as previous work experience, education, or other information you provide for our consideration;
- Type of employment sought, desired salary, willingness to relocate, or other job preferences, and
- Names and contact information for referrals

It is your responsibility to obtain consent from references before providing their personal information to us.

For the avoidance of doubt, ISD does not wish to receive any confidential or proprietary (or patented) information which you have received from your previous employers.

Who may access your data?

Only select employees of ISD - such as your potential future employers, employees of the Operations Department - and select employees of our external service providers who support ISD with the administration of recruitment applications, have access to your Job Application Data.

ISD is an overseas employment agency, clients all across the globe. Job Application Data may be shared with other ISD entities in other jurisdictions, for employment consideration purposes.

ISD will not supply any data to any third party other than those identified above without your express authorization.

Applicable Laws.

ISD recognizes that certain laws may require stricter standards than those described in the present Privacy Statement. ISD employees will handle Job Application Data in accordance with local law. If applicable local law provides less protection than that established by this Privacy Statement, ISD will handle your Job Application Data in accordance with the present Privacy Statement.



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Your Choice.

Providing your Job Application Data is voluntary. However, if you choose not to provide all of the data that is requested for your application, our ability to consider you as a candidate may be limited.

For what purposes will Job Application Data be used?

The Job Application Data you provide will be used to assess your application for employment for ISD's clients, to verify your information and conduct reference checks, and to communicate with you and inform you of further career opportunities.

If you accept employment for an ISD Client, the information collected will become part of your employment record and will be used for employment purposes.

How long will we keep your data?

Your Job Application Data is stored in our applicant's database and you can access your Job Application Data, correct it or delete it at any time as explained below. All hard non-original copies of documents used as Job Application submitted to ISD will be stored at ISD office and have a six (6) months retention period, and after said period will be disposed of properly.

Your Rights.

You can access your Job Application Data, correct it or delete it at any time by logging into the ISD job application webpage www.isdphilippines.com/apply_online.php. You can as well get further information regarding your Job Application and on ISD's general Privacy Policy by sending an e-mail to isd@isdphilippines.com.

Your Consent.

By submitting your Job Application Data you are granting International Skill Development, Inc. your consent for the processing of your personal and professional information, including the transfer of your Job Application Data to concerned parties, in accordance with its Privacy Statement

**Data Protection Officer
International Skill Development, Inc.
5439 Curie St., Palanan, Makati City 1235
Contact No. 833-1242**