



APPLICANT AND PROSPECTIVE APPLICANT PRIVACY NOTICE

In this notice, “**we**”, “**us**”, “**our**” and “**PIMCO**” means PIMCO Japan Ltd, being the entity that you are applying to for employment. We are registered in Japan and our registered address is at 1-28, Toranomom 4-chome, Minato-ku, Tokyo, Japan.

About this privacy notice

We are responsible for ensuring that we use your personal data in compliance with Act on the Protection of Personal Information (*kojinjyohuhogohou*).

This privacy notice sets out the basis on which any personal data about you will be processed by us. We should be grateful if you would read the information set out below and confirm that you understand and agree to the terms before submitting your CV and/or application form.

Personal data that we collect about you

We will collect and process the following personal data about you:

- **Information that you provide to us or one of our affiliates.** We will process information that you give us by submitting any applications or by indicating to us your interest for prospective roles. This information is likely to include:
 - your full name, date of birth, nationality, education and qualification details, marital status, home address and home telephone number, mobile telephone number, employment history, other application details, your resume / CV, work eligibility, results of online tests, assessments and interview information; and
- **Information we obtain from other sources.** This is likely to include information about you, such as:
 - personal data we collect from professional networks where you have set up a publicly available profile (e.g. LinkedIn) or from recruitment consultants to whom you have provided your CV for application purposes; and
 - details of your suitability to work with us, your past performance at work, your character, verification of the information that you provide to us as part of your application, and if legally permitted, any history concerning criminal convictions, from third party references that you provide to us, from your previous and/or current

employers, opinions expressed by others about you and from third party background checking services or a previous employer or other referee.

Uses of your personal data

Your personal data may be stored and processed by us in the following ways and for the following purposes:

- to consider your job application (including, in some cases, verifying your qualifications, education and references with those third parties you name);
- to assess your eligibility for certain opportunities and programs;
- to help us to improve how we market our recruitment events and job roles;
- if your application is unsuccessful or if you have indicated your interest for prospective roles, we will keep your information on record to notify you of relevant job vacancies with PIMCO that you may be interested in, in the future;
- compliance with any legal or regulatory obligation to which PIMCO is subject (including compliance with any request from regulatory authorities or other relevant public authorities);
- the prevention and detection of crime or fraud, subject to local law; and
- in order to carry out diversity monitoring and activities if required by law and / or permitted by law including but not limited to: (a) helping us improve how we market our recruitment events and job roles; and (b) supporting the operation and implementation of programs designed to better distribute the talent and skills of applicants.

We are entitled to use your personal data in these ways because:

- we need to in order to consider you for a position at PIMCO; or
- we have legal and regulatory obligations that we have to discharge; or
- it is necessary for our legitimate business interests such as ensuring that we have made appropriate checks on the qualifications, education and experience that applicants or prospective applicants tell us they have; or

- we obtained your specific consent.

In addition to the above, we reserve the right to collate, process and disseminate any statistics based on an aggregation of data held by us provided that any individual is not identified from the resulting analysis and the collation, processing and dissemination of such information is permitted by law.

In certain circumstances, not providing the requested data to us may affect our ability to meet the above purposes.

We will not use personal information in a manner that is likely to promote or induce illegal or unjust acts.

What we will do with “sensitive personal data”

Certain forms of “sensitive personal data” are subject to specific protection or restriction by law. For these purposes, “sensitive personal data” is data relating to: racial or ethnic origin; social status, medical history, criminal record, and any other information that might cause the person to be discriminated against. We will not process your sensitive personal data unless the following conditions are met:

- you have given explicit consent in writing to the processing of the data; or
- the processing is necessary for carrying out obligations and specific rights of PIMCO in the field of employment law, social security or social protection law (including obligations in relation to health and safety and disability discrimination, occupational health, sickness absence, maternity leave, family emergency leave, paternity leave, parental leave, the legality of personnel working in a particular jurisdiction, which will involve processing data in relation to nationality, work permits and visas, monitoring equality of racial or ethnic opportunity or treatment, in connection with benefits including life assurance benefit, permanent health insurance, private medical insurance or pension, disciplinary action and vetting (where necessary)); or
- the processing is necessary to protect the vital interests of you or another person where you are physically or legally incapable of giving consent; or
- the data in question has been made public by you; or

- the processing is necessary for the purpose of, or in connection with, any actual or prospective legal proceedings, for the purpose of obtaining legal advice or otherwise for the purposes of establishing, exercising or defending legal rights subject to applicable local legislation or where courts are acting in their judicial capacity; or
- the processing is necessary for reasons of substantial public interest on the basis of local law which is proportionate to the aim pursued and which contains appropriate safeguarding measures; or
- the processing is necessary for preventative or occupational medicine; or
- the processing is necessary for the reasons of public interest in the area of public health; or
- the processing is necessary for archiving purposes in the public interest or scientific and historical research purposes or statistical purposes; or
- as otherwise permitted by law.

In each case we will meet any additional local legal requirements and enforce any applicable duties of confidentiality effectively, for example in relation to access to health records.

Transfer of your information to third parties

We may transfer your personal data to third parties in the circumstances below:

- your personal data (as mentioned above) may be transferred to any PIMCO group entity and Allianz group entity located outside of Japan, which may also use your personal data in connection with the purposes listed above. The entity names are listed at the respective web site as below.
 - PIMCO group entity: <https://www.pimco.com/gbl/en/about-us/offices>
 - Allianz group entity: <https://www.allianz.com/en/about-us/company/contact.html#allianz-worldwide>

The countries where these entities are located include England, European Economic Area, United States of America, Canada, Brazil, China, Hong Kong, Taiwan, Singapore, Australia etc.

- ✓ For the personal information protection scheme in the above countries, please refer to the following web site of Japan Personal Information Protection Commission.
<https://www.ppc.go.jp/personalinfo/legal/kaiseihogohou/#gaikoku>
- ✓ For the Privacy Notices of PIMCO group entities, please refer to the following link:
<https://www.pimco.com/gbl/en/general/legal-pages/privacy-policy>
- ✓ For the Privacy Notice of Allianz group entities, please refer to the following link:
<https://www.allianz.com/en/privacy-statement.html>
- we may also transfer your personal data (name, e-mail address, etc.) to third parties outside of the PIMCO group and Allianz group:
 - to Beamery located in the US;
 - to Hirevue, located in the US; and
 - to Workday Recruiting, located in the US
- ✓ For the personal information protection scheme in the above countries, please refer to the following web site of Japan Personal Information Protection Commission.
<https://www.ppc.go.jp/personalinfo/legal/kaiseihogohou/#gaikoku>
- ✓ For the protection measures taken by the above companies, please refer to the the below link:
<https://www.pimco.com/gbl/en/general/legal-pages/personal-data-protection-measures>
- to the extent required by law, for example if we are under a duty to disclose your personal data in order to comply with any legal obligation or to establish, exercise or defend our legal rights; or
- to our service providers (for example, the providers of our electronic data storage services and applicant or prospective applicant relationship management tool) for the purposes of providing services to us. These third parties will be subject to confidentiality requirements and they will only use your personal data as described in this Statement.

How long we keep your personal data

How long we hold your personal data for will vary. We will retain your personal data on the basis of the following criteria, including:

- the purpose for which we are using it – we will need to keep the data for as long as is necessary for that purpose;

- legal obligations – laws or regulation may set a minimum period for which we have to keep your personal data.

In some instances, we may retain your information to consider you for other roles and future opportunities at PIMCO which may be of interest to you. If you do not want us to retain your information, or want us to update it at any stage, please contact us in accordance with the “**Contacting us**” section.

Your rights

You have a number of legal rights in relation to the personal data that we hold about you. These rights include:

- access to the personal data which we hold about you and the record of transfer to third parties of such personal data;
- the right to request that we rectify your personal data if it is inaccurate or incomplete;
- the right to request that we erase your personal data in certain circumstances. Please note that there may be circumstances where you ask us to erase your personal data but we are legally entitled to retain it; and
- the right to request that we stop or restrict processing your personal data in certain circumstances. Again, there may be circumstances where you ask us to stop or restrict processing your personal data but we are legally entitled to not follow that request.

You can exercise your rights by contacting us using the details set out in the “Contacting us” section below.

Contacting us

If you would like further information on the collection, use, disclosure, transfer or processing of your personal data or the exercise of any of the rights listed above, please submit questions, comments and requests by email to Japan_Privacy@pimco.com.