

Personal Data Retention Period

● Human Resources Data Management

No.	Document Type	The period of data retention		The specified period by law	Remarks
		Number of year	Start from		
Recruitment and Selection Procedure Information					
1.	Data of the recruitment process <ul style="list-style-type: none"> - Resume - Data filled in by applicant through online system 	1	The applicant submits the application documents	No Specify	For applicants who do not pass the selection process
2.	Data of selection process <ul style="list-style-type: none"> - Resume - Data filled in by applicant through online system - Photos - Language test results - Aptitude test results - Job interview results 	1	The applicant submits the application documents	No Specify	For applicants who pass the selection process but do not pass the interview process (Can use this data for further selection of other suitable positions)
3.	Data of hiring process <ul style="list-style-type: none"> - Resume - Data filled in by applicant through online system - Photos - Language test results - Aptitude test results - Pre-health check - Criminal record - Credit bureau history (for positions that involve direct cash payment) - Salary proposal - Employment summary statement 	The stored period is based on the stored employee data period	The applicant submits the application documents	No Specify	For applicants who are employed as a member, data will be transferred to the member's file.

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Member's Data					
4.	All types of employee contracts, The contract attachment and copies of: <ul style="list-style-type: none"> - ID card - Photo - House registration - Name change certificate - Marriage certificate - Educational qualification - Academic results - Diplomas - Work certificate - Income statement - Military evidence - Bank account - Probationary pass statement 	10	The date of employment termination	It should be ten years relates to The general age limit for civil liability.	
5.	Employee Compensation Payments document	10	The date of employment termination	It should be ten years relates to The general age limit for civil liability.	
6.	Social Security Fund documents	10	The date of employment termination	It should be ten years relates to The general age limit for civil liability.	
7.	Provident Fund documents	10	The date of employee's membership termination	No Specify	

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8.	Welfare payment Documents	10	The payment date	<p>1. If it is a general welfare payment (not individual specification), This is considered wages and should keep for two years from the date of employment termination.</p> <p>2. In other case – It should be ten years relates to The general age limit for civil liability.</p>	
9.	Training documents that submit to the Department of Skill Development	10	The submission date to the Department of Skill Development	No Specify and 10 years in general	

● Internship Data Management

No.	Document Type	The period of data retention		The specified period by law	Remarks
		Number of year	Start from		
Internship Data					
1.	<ul style="list-style-type: none"> - Internship application - Copy ID card - Copy House registration - Copy Educational statement 	1	The internship, submit the internship application documents.	No Specify	For internship applicants who do not pass the application selecting - keep the data until the student has graduated and is interested in applying for a job
2.	<ul style="list-style-type: none"> - Internship application - Copy ID card - Copy House registration - Copy of educational results - Copy photo - Copy bank account - Copy letter of recommendation from the university - Copy Internship Evaluation Certificate 	1	The internship, submit the internship application documents.	No Specify	For internship applicants who pass the application selecting - keep the data until the student has graduated and is interested in applying for a job

● **Alumni Membership Data Management**

No.	Document Type	The period of data retention		The specified period by law	Remarks
		Number of year	Start from		
Alumni Membership Application Process Information					
1.	The member handling the resignation will suggest the former member to apply for the alumni membership which can be done as follows: <ul style="list-style-type: none"> - Scan QR code leading to the alumni membership application - Send an email to join the alumni application 	None	None	No Specify	It is a recommendation to join the alumni voluntarily. (Except members leave due to severe clauses)
2.	Data from the company's online application form.	3	The date of application form completion	No Specify	Everyone who fill out an application for use as a database to contact and provide benefits
Alumni Member Data					
3.	The Company's online application includes: <ul style="list-style-type: none"> - Name prefix - Name – Surname - Nickname - ID number - Date of Birth - Convenient contact address - Mobile Phone Number - E-mail - Line ID - Facebook - Place of work / telephone number (not mandatory) 	3	The date of application form completion (Re contract every three years)	No Specify	Keep the data in the system and use it for various discounts of the company consideration

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4	The online resignation letter	3	The resignation submitting date	No specify	To inform other departments that allocate welfare and benefits to alumni members
5.	Welfare & Benefit Payment Documents	10	The payment date	Follow the account & finance procedure	Only the alumni welfare and benefits