

**Fubon Bank (Hong Kong) Limited (the "Bank")**  
**Circular to Applicants and Employees relating to the**  
**Personal Data (Privacy) Ordinance (the "Ordinance")**

- (1) It is necessary for applicants for employment with the Bank to provide the Bank with personal data and other information about themselves in connection with their application.
- (2) If an application for employment is successful, personal data and other information about the successful applicant may also be collected from him/her on appointment and during the period of his/her employment with the Bank.
- (3) Failure to provide such personal data and other information will result in the Bank being unable to process employment applications or related applications/arrangements during the employment with the Bank, if applicable.
- (4) The purposes for which personal data and other information relating to applicants or employees may be used (where applicable) are as follows:-
  - (i) processing and evaluating employment applications including pre-employment checks;
  - (ii) determining and reviewing salaries, incentives, bonuses and other benefits;
  - (iii) consideration for promotion, training, secondment or transfer;
  - (iv) consideration of eligibility for and administration of staff loans and other benefits and entitlements;
  - (v) providing employee references and for background screening/ vetting;
  - (vi) dealing with employment issues including but not limited to resignation, dismissal, retirement or suspension;
  - (vii) stating in internal employer circulars on joining, promotion, transfer and departure;
  - (viii) conducting employee's survey;
  - (ix) registering employees as intermediaries or licensees with statutory authorities or institutions for purposes directly related or associated to the employment;
  - (x) monitoring compliance with internal rules of the Bank;
  - (xi) meeting the requirements to make disclosure under the requirements of any law binding on the Bank or under and for the purposes of any guidelines issued by regulatory or other authorities with which the Bank is expected to comply with; and
  - (xii) all other incidental and associated purposes relating thereto.
- (5) Personal data and other information held by the Bank relating to applicants or employees will be kept confidential but the Bank may provide, where applicable, such personal data and other information of the applicants or employees to the following parties for the purposes set out in paragraph (4):-
  - (i) any agent, contractor, or third party service provider who provides administrative, telecommunications, computer or other services of whatsoever nature to the Bank in connection with the operation of its business;
  - (ii) any other branch, office or centre of the Bank;
  - (iii) any other person (which will include another employee) under a duty of confidentiality to the Bank, including a group company of the Bank which has undertaken to keep such information confidential;
  - (iv) any person to whom the Bank is under an obligation to make disclosure under the requirements of any law binding on the Bank or under and for the purposes of any guidelines issued by regulatory or other authorities with which the Bank is expected to comply with;
  - (v) persons seeking employee references in respect of employees with the prescribed consent of the employee concerned in accordance with Section 2(3) of the Ordinance;
  - (vi) the insurers providing medical cover for employees and administrators or managers of the provident fund scheme;
  - (vii) any parent shareholder (or any subsidiary thereof) of the Bank; and
  - (viii) any credit reference agency as it relates to matters involving employee staff borrowing.

Such information may be transferred to a place outside Hong Kong.

- (6) Under and in accordance with the terms of the Ordinance any individual has the right:-
- (i) to check whether the Bank holds personal data about him/her and the right of access to such personal data;
  - (ii) to require the Bank to correct any personal data relating to him/her which is inaccurate; and
  - (iii) to ascertain the Bank's policies and practices in relation to personal data and to be informed of the kind of personal data held by the Bank.
- (7) In accordance with the terms of the Ordinance, the Bank has the right to charge a reasonable fee for the processing of any personal data access request.
- (8) The personal data collected for the purpose of this employment application shall be retained for a period no longer than two years from the date of rejection of the application.
- (9) The personal data of employees who leave the employment of the Bank will be retained and used by the Bank:
- (a) for the purposes of (i) reference checking, (ii) prospective re-hiring, (iii) fulfilling the Bank's contractual, legal or regulatory obligations, (iv) record/information retaining/keeping according to the Bank's document retention guideline/policy;
  - (b) or otherwise for purposes or use of such data based on a subsisting reason for which the Bank is obliged (contractually or under any legal or regulatory obligations) to do so.
- The personal data of an employee may be retained for a maximum period of seven years from the date when his/her employment with the Bank ceases ***provided that*** the data may be retained for a longer period for the purposes set out in paragraph (b) above.
- (10) The person to whom requests from applicants or employees for access to personal data or correction of personal data or for information regarding Bank's policies and practices and the kinds of personal data held of them is:-

The Data Protection Officer  
c/- Human Resources Division  
Fubon Bank (Hong Kong) Limited  
38 Des Voeux Road Central, Hong Kong

- (11) Nothing in this document shall limit the rights of applicants or employees under the Ordinance.