

Fubon Bank (Hong Kong) Limited and/or its subsidiaries ("B&S")
Circular to Applicants and Employees relating to the
Personal Data (Privacy) Ordinance (the "Ordinance")

- (1) It is necessary for applicants for employment with B&S to provide them 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 B&S.
- (3) Failure to provide such personal data and other information will result in the B&S being unable to process employment applications or related applications/arrangements during the employment with the B&S, 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 B&S;
 - (xi) meeting the requirements to make disclosure under the requirements of any law binding on the B&S or under and for the purposes of any guidelines issued by regulatory or other authorities with which the B&S is expected to comply with; and
 - (xii) all other incidental and associated purposes relating thereto.
- (5) Personal data and other information held by the B&S relating to applicants or employees will be kept confidential but the B&S 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 B&S in connection with the operation of its business;
 - (ii) any other branch, office or centre of the B&S;
 - (iii) any other person (which will include another employee) under a duty of confidentiality to the B&S, including a group company of the B&S which has undertaken to keep such information confidential;
 - (iv) any person to whom the B&S is under an obligation to make disclosure under the requirements of any law binding on the B&S or under and for the purposes of any guidelines issued by regulatory or other authorities with which the B&S 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 B&S; and
 - (viii) any credit reference agency(ies) as it relates to matters involving employee staff borrowing.

Such information may be transferred to a place within and outside Hong Kong, including to

Cloud service providers.

- (6) Under and in accordance with the terms of the Ordinance any individual has the right:-
- (i) to check whether the B&S holds personal data about him/her and the right of access to such personal data;
 - (ii) to require the B&S to correct any personal data relating to him/her which is inaccurate; and
 - (iii) to ascertain the B&S's policies and practices in relation to personal data and to be informed of the kind of personal data held by the B&S.
- (7) In accordance with the terms of the Ordinance, the B&S 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 the application.
- (9) The personal data of employees who leave the employment of the B&S will be retained and used by the B&S:
- (a) for the purposes of (i) reference checking, (ii) prospective re-hiring, (iii) fulfilling the B&S's contractual, legal or regulatory obligations, (iv) record/information retaining/keeping according to the B&S's document retention guideline/policy;
 - (b) or otherwise for purposes or use of such data based on a subsisting reason for which the B&S 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 B&S 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 B&S's policies and practices and the kinds of personal data held of them is:-

The Data Protection Officer
c/o Human Resources Management Group
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.