



Privacy Notice

To register on the job applicant registration site at <https://mycareer.hsbc.com/talentcommunity> within The Hong Kong and Shanghai Banking Corporation Limited or any relevant entity within HSBC Group ("HSBC Group" means HSBC Holdings plc, The Hong Kong and Shanghai Banking Corporation Limited, and each of their subsidiaries, holding companies, branches, representative offices and their affiliates (collectively "we", "us", "our", including our successors and assigns)) (collectively "HSBC"), all applicants (referred to below as "you", "your" or "yours") must carefully read and acknowledge the following Data Privacy Statement.

IMPORTANT: Please do not submit your information if you do not consent to the following Data Privacy Statement.

1. TYPE OF INFORMATION TO BE COLLECTED

In order to be considered for employment you will be asked to provide us with personal information. Examples of the type of information we may collect include your name, email, address, contact details, resume, education background, employment history, and referees.

We only collect your information in line with relevant regulations and law. We may collect it from a range of sources and it may relate to any of the roles you may apply for, or have held in the past both within and outside of the HSBC Group. We may also collect information about you when you interact with us, e.g. call us, visit our websites or mobile channels, or use services we make available to you. Most of it will come directly from you because you have volunteered to provide that information to us. We will also get some of it from publicly available information on websites such as LinkedIn.

If you choose not to provide any of the information requested, we may be unable to send you information, fully process your application or properly consider you for employment.

When providing us with the information, you represent that such information is accurate, complete, up to date and true and is supplied for the sole purpose of seeking job or employment vacancies or positions.

You may also be invited to supply some diversity information as part of your profile, including but not limited to your age range, gender or physical needs, if you wish. This information, if you decide to provide it, will be used only for reporting on the diversity of our candidate base across the organisation, or to assist if you have any special requirements as part of the recruitment process or your ongoing employment.

2. PURPOSE FOR INFORMATION COLLECTION

When we collect this personal information through <https://mycareer.hsbc.com/talentcommunity>

HSBC may use it:

- To match you to job vacancies, to send you job advertisements and information on our vacancies using the methods of communication you have specified, to notify you of decisions and to schedule interviews with you;
- To contact you using your contact details about job vacancies and company matters that may be of interest to you;
- To contact you to invite you to assessment days, open days and company events that may be of interest to you;
- To carry out your instructions, e.g. send you details of online tests or assessments;
- To manage our relationship with you, including (unless you tell us otherwise) telling you about information regarding our company we think may be relevant for you;
- Assessing your suitability for a role by reviewing your background, qualifications and any other information you have provided to us;
- For the purpose of converting a registrant to an applicant;
- To assess and administer your application for employment;
- To communicate with you in relation to a job application or vacancy;
- To facilitate our advice to you of other employment opportunities which may interest you;
- The pursuit of complaints;
- For security and business continuity;
- For risk management to measure, detect and prevent the likelihood of financial, reputational, legal, compliance or customer risk.
- To conduct surveys and data analytics, to better understand our workforce and assist us with succession planning;
- To monitor and review HSBC's recruitment practices;
- To identify possible service and improvements in our recruitment process;
- For service, system or product development and planning, insurance, audit and administrative purposes;
- To prevent or detect crime including fraud and financial crime, e.g. financing for terrorism and human trafficking;
- To protect our legal rights and comply with our legal obligations;
- To comply with compulsory or voluntary requirements that we or the HSBC group has such as legal, tax, regulatory, sanctions or market requirements in Hong Kong and overseas;
- To comply with requests made by different bodies or authorities such as legal, regulatory, law enforcement, government and tax authorities in Hong Kong and overseas. Sometimes we may have to comply with such requests and other times we may choose to voluntarily comply;

- To comply with our or any HSBC group company's policies, procedures and other commitments in the detection, investigation and prevention of financial and other crimes. This may involve sharing your data in Hong Kong and overseas. This is important in our wider fight against these crimes;
- To allow any company that we transfer our business or assets to, to evaluate our business and use your data after any transfer; and
- To administer any other human resources related matters.

3. USING AND DISCLOSING YOUR PERSONAL INFORMATION

We may transfer the information you submit to us to other entities which make up the HSBC Group, HSBC employees who are involved in recruitment or support roles, security organisations, recruitment agencies, referees and other relevant organisations including those that perform administrative and/or other services on our behalf during the recruitment process.

The relevant organisations may include those:

- Involved in managing, validating or administering your application, employment or engagement such as third party suppliers, other HSBC Group organisations, organisations providing education and training, professional associations, printers, posting services and our advisers;
- Involved in conducting employment checks;
- Involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including testing or upgrading our computer systems;
- Which are your representatives including your legal advisers;
- As required or authorised by law, for example, to government or regulatory bodies for purposes related to public health and safety, the prevention or detection of unlawful activities or to protect public revenue;
- Your beneficiaries or intermediaries;
- Tax authorities, trade associations, credit reference agencies;
- Any people or companies where required in connection with potential or actual corporate restructuring, merger, acquisition or takeover, including any transfer or potential transfer of any of our rights or duties under our agreement with you;
- Law enforcement, government, courts, dispute resolution bodies, our regulators, auditors and any party appointed or requested by our regulators to carry out investigations or audits of our activities;
- Other parties involved in any disputes, grievances and investigations;
- Fraud prevention agencies who will also use it to detect and prevent fraud and other financial crime and to verify your identity;
- Anybody else that you have given your consent to share your information with.

You acknowledge and agree that, in transferring the information referred to above and carrying out the above activities, your personal information may be transferred to, accessed, controlled and processed by entities located outside of Hong Kong and who may act on behalf of any member of the HSBC Group.

You should note that where your personal information is disclosed to or accessed by parties located outside of Hong Kong as provided above, your personal information may not be afforded the same protections as it is under Hong Kong law.

4. EMPLOYMENT CHECKS

Should you apply for a job with us, it is part of HSBC's recruitment policy that for certain positions you will be subject to certain employee vetting checks as required by HSBC. This will be in order to confirm your identity, employment history and relevant qualifications with respect to a role. We have in place an appropriate policy and safeguards which we are required by law to maintain when processing such data.

5. RETENTION OF YOUR INFORMATION

You understand and agree that:

- Your information will be retained by us for a period of 12 months from the date you provide it to us in line with local regulations after which time it will automatically be deleted from our systems. You can choose to keep your information in our systems for successive 12 month periods thereafter where you agree to this by replying to our email request to retain your information on our systems. If you do not reply to our email request, your information will automatically be deleted from our systems and you will have to register with us again; and
- If you apply for a job and your application is not successful, HSBC may retain your personal data for a maximum period of two years and that the data may be retained for a longer period if there is a subsisting reason that obliges HSBC to do so, and HSBC may refer your application to other vacancies within the HSBC Group.

6. ACCESS TO AND CORRECTION OF PERSONAL DATA

You may request access to and correction of your personal information. Any request may be made in writing and addressed to:

Head of HR Service Delivery
Human Resources
Hang Seng Bank Limited
7/F, Hang Seng 113
113 Argyle Street
Mongkok Hong Kong

You can unsubscribe from any email communication we send you by using the "unsubscribe" options set out in the relevant email communication.

7. GOVERNING LAW AND JURISDICTION

This Data Privacy Statement and the rights and obligations contained hereunder shall be governed by and construed in accordance with the laws of Hong Kong. The courts of Hong Kong shall have the exclusive jurisdiction to hear and determine any suit or proceeding, and to settle any dispute or claim, which may arise out of or in connection with these terms and conditions and the parties hereby irrevocably submit to the jurisdiction of such courts.