

The Personal Data (Privacy) Ordinance - Personal Information Collection (Employees) Statement

In compliance with the Personal Data (Privacy) Ordinance (“the Ordinance”), The Bank of East Asia, Limited (“the Bank”) would like to inform you of the following:

- (1) It is necessary for **prospective** employees and employees of the Bank to supply the Bank with data about themselves in connection with their application or employment.
- (2) Failure to supply such data will result in the Bank being unable to process employment or benefit applications or to develop and maintain the employment relationship (as the case may be).
- (3) **During the recruitment process or after onboarding, various types of** data may also be collected **about prospective employees or employees up to leaving** employment with the Bank. For example, the Bank may collect personal data of the employees in the course of their communications with customers of the Bank or any other third parties (as the case may be) by means of telephone recording system, internet access and email **or other communications logging systems or platform** and/or other available means wherever applicable. **“MRC Information” includes specific information on employees’ conduct which will be collected for employment history verification by the Bank and/or providing reference to prospective recruitment banks under Mandatory Reference Checking (“MRC”) Scheme.** “Health data” includes information which reveals an individual’s health status in relation to infectious disease may be collected by the Bank for deploying epidemic prevention and control measures in the workplace.
- (4) The purposes for which data relating to employees (including former employees) and **prospective** employees may be used are as follows:
 - (i) processing employment applications **including MRC assessment, where applicable;**
 - (ii) determining and reviewing salaries, bonuses and other benefits;
 - (iii) conducting fit and proper assessment and performance assessment according to internal policy or regulatory requirements or consideration of promotion, training, secondment or transfer;
 - (iv) determining any disciplinary or rectifying action arising from employees’ conduct or employees’ ability to perform their job requirements;
 - (v) consideration of eligibility for and administration of staff loans, medical and other benefits and entitlements, and staff recreation and volunteer activities;
 - (vi) providing employee references, **with MRC information where applicable;**
 - (vii) registering employees as intermediaries or licensees with statutory authorities / institutions for purposes directly related or associated to the employment;
 - (viii) monitoring compliance with regulatory requirements and internal governance, policies, procedures, guidelines or rules of the Bank;
 - (ix) complying with the obligations, requirements or arrangements for disclosing and using data that apply to the Bank or any of its branches or that it is expected to comply according to (a) any law binding or applying to it within or outside the Hong Kong Special Administrative Region (“HKSAR”) existing currently and in the future; or (b) any guidelines or guidance given or issued by any legal, regulatory, governmental, tax, law enforcement or other authorities, or self-regulatory or industry bodies or associations of financial services providers within or outside the HKSAR existing currently and in the future;
 - (x) detecting or conducting investigation regarding any suspicious fraud cases, misconduct (e.g. fake sick leave) or criminal related activities;
 - (xi) public health protection, prevention of disease or control of pandemic;
 - (xii) assessing the suitability of the employee’s continuance in employment; and
 - (xiii) for human resource management or purposes relating thereto.
- (5) Data held by the Bank relating to employees (including former employees) and **prospective** employees will be kept confidential but the Bank may provide such information to the following parties, whether within or outside the HKSAR, for the purposes set out in paragraph (4):
 - (i) any insurer, medical practitioner providing medical cover for the employees and their

- dependents (where applicable);
 - (ii) any administrator or manager of the Bank's retirement schemes or any relevant provident fund managers;
 - (iii) any agent, contractor, or third party service provider who provides administrative, telecommunications, computer, pre-employment screening, background checks or other services to the Bank in connection with the operation of its business;
 - (iv) any other person under a duty of confidentiality to the Bank including a group company of the Bank which has undertaken to keep such information confidential;
 - (v) any person to whom the Bank or any of its branches is under an obligation or otherwise required to make disclosure under the requirements of any law binding on or applying to the Bank or any of its branches, or any disclosure under and for the purposes of any guidelines or guidance given or issued by any legal, regulatory, governmental, tax, law enforcement or other authorities, or self-regulatory or industry bodies or associations of financial services providers with which the Bank or any of its branches is expected to comply, all of which may be existing currently and in the future;
 - (vi) persons or companies seeking employee references in respect of employees with the prescribed consent of the employee concerned in accordance with Section 2(3) of the Ordinance;
 - (vii) any actual or proposed purchaser of all or part of the business of the Bank or, in the case of any merger, acquisition or other public offering, the purchaser or subscriber for shares in the Bank; and
 - (viii) third parties in the form of directories of names and office telephone numbers of key officers of the Bank for administrative purposes.
- (6) Insofar as employees or **prospective** employees are also customers of the Bank or its subsidiaries, attention is drawn to the Bank's or the subsidiaries' Personal Information Collection Statement as appropriate.
- (7) Under and in accordance with the terms of the Ordinance, any individual has the right:
- (i) to check whether the Bank holds data about him/her and of access to such data;
 - (ii) to require the Bank to correct any data relating to him/her which is inaccurate; and
 - (iii) to ascertain the Bank's policies and practices in relation to data and to be informed of the kind of personal data held by the Bank.
- (8) In accordance with the terms of the Ordinance, the Bank has the right to charge a reasonable fee for the processing of any data access request.
- (9) The person to whom requests from employees and **prospective** employees for access to personal data or correction of personal data or for information regarding the Bank's privacy policies and practices and kinds of personal data held are to be addressed is as follows:
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| The Group Data Protection Officer | Telephone | : | 3608 3608 |
| The Bank of East Asia, Limited | Fax | : | 3608 6172 |
| 10 Des Voeux Road Central | Website | : | www.hkbea.com |
- Hong Kong
- (10) Nothing in this statement shall limit the rights of employees and **prospective** employees under the Ordinance.