

## 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 Group (“the Group”) would like to inform you of the following:

- (1) It is necessary for potential employees of the Group to supply the Group with data about themselves in connection with their application.
- (2) Failure to supply such data will result in the Group being unable to process employment applications.
- (3) If an application for employment is successful, data about employees may also be collected during the period of their employment with the Group. For example, the Group may collect personal data of the employees in the course of their communications with customers of the Group by means of telephone recording system or other available means wherever applicable.
- (4) The purposes for which data relating to employees and potential employees may be used are as follows:
  - (i) processing employment applications;
  - (ii) determining and reviewing salaries, 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;
  - (vi) registering employees as intermediaries or licensees with statutory authorities / institutions for purposes directly related or associated to the employment;
  - (vii) monitoring compliance with internal rules of the Group;
  - (viii) meeting the requirements to make disclosure under the requirements of any law binding on the Group or under and for the purposes of any guidelines issued by regulatory or other authorities with which the Group are expected to comply; and
  - (xi) purposes relating thereto.
- (5) Data held by the Group relating to employees and potential employees will be kept confidential but the Group may provide such information 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 to the Group in connection with the operation of its business;
  - (ii) any other person under a duty of confidentiality to the Group including a group company of the Group which has undertaken to keep such information confidential;
  - (iii) any person to whom the Group is under an obligation to make disclosure under the requirements of any law binding on the Group or under and for the purposes of any guidelines issued by regulatory or other authorities with which the Group are expected to comply;
  - (iv) 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;
  - (v) any actual or proposed purchaser of all or part of the business of the Group or, in the case of any merger, acquisition or other public offering, the purchaser or subscriber for shares in the Group; and
  - (vi) third parties in the form of directories of names and office telephone numbers of key officers of the Group for promotional and administrative purposes.
- (6) Insofar as employees or potential employees are also customers of the Group, attention is drawn to the Group’s Personal Information Collection (Customers) Statement.
- (7) Under and in accordance with the terms of the Ordinance, any individual has the right:
  - (i) to check whether the Group holds data about him and of access to such data;
  - (ii) to require the Group to correct any data relating to him which is inaccurate; and
  - (iii) to ascertain the Group’s policies and practices in relation to data and to be informed of the kind of personal data held by the Group.
- (8) In accordance with the terms of the Ordinance, the Group 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 potential employees for access to personal data or correction of personal data or for information regarding the Group’s personnel policies and practices and kinds of personal data held are to be addressed is as follows:

The Group Data Protection Officer	Telephone	: 3608 3608
The Bank of East Asia Group	Fax	: 3608 6172
11 <sup>th</sup> Floor, 31 Des Voeux Road Central	Website	: <a href="http://www.hkbea.com">www.hkbea.com</a>
Hong Kong		
- (10) Nothing in this statement shall limit the rights of employees and potential employees under the Ordinance.