

PHL: Philippines Personal Data Protection Policy (Job Applicants, Employees and Non-Employees)

Summary

Your privacy is important to us. Please take a moment to read this Data Protection Policy so that you know and understand the purposes for which we may collect, use and/or disclose your Personal Data.

Policy

This Data Protection Policy outlines how your Personal Data will be managed in accordance with Republic Act No. 10173 otherwise known as the “Data Privacy Act (DPA)” and the other administrative/regulatory issuances of the National Privacy Commission (the “Commission”) which strives to protect personal data of individuals.

Purpose

In this Data Protection Policy, “group companies” refers to HSBC Holdings plc and/or any of its affiliates, subsidiaries, associated entities and any of their branches and offices, such as HSBC Bank (Philippines) and HSBC Investment and Insurance Brokerage, Philippines Inc.

This Data Protection Policy supplements but does not supersede nor replace any other consents which you may have previously provided to us nor does it affect any rights that we may have at law in connection with the collection, use and/or disclosure of your Personal Data. Please note that this Data Protection Policy outlines how your Personal Data will be managed in connection with your employment or prospective employment with HSBC only. The management of any Personal Data which you may provide as a customer of HSBC is outlined in a separate policy document. We may from time to time update this Data Protection Policy to ensure that this Data Protection Policy is consistent with our future developments, industry trends and/or any changes in legal or regulatory requirements. This Notice covers all aspects of your interaction with us in your capacity as an applicant, employee or non-employee*. As and when the contents of this Data Protection Policy are updated or amended, the changes will be uploaded onto our website https://www.about.hsbc.com.ph/careers?WT.ac=HGHO_Careers_Overlay_AsiaPacific_Philippines_On. It is your duty to keep yourself updated as to the latest version of the Data Protection Policy.

For the avoidance of doubt, if you are an employee of HSBC, this Data Protection Policy forms a part of your employment terms and conditions and should be read in conjunction with such terms and conditions (“Terms and Conditions”). In the event of any conflict or inconsistency between the

provisions of this Data Protection Policy and the Terms and Conditions, the provisions of this Data Protection Policy shall prevail.

**Note: A “non-employee” is an individual who is not employed by a member of the HSBC Group but is either self-employed or employed by a third party, e.g. contractors, consultants, service provider workers, advisers or non-executive directors.*

How the policy is applied?

1. Your Personal Data

From time to time it may be necessary to supply us with Personal Data about yourself and other individuals for purposes in connection with your employment or your job application. If your application for employment is successful, Personal Data about you and other individuals may also be collected from you during the period of your employment with us.

1.1 In this Data Protection Policy, **“Personal Data”** refers to any data, whether true or not, about an individual who can be identified (a) from that data; or (b) from that data and other information to which the organization has or is likely to have access. Examples of such Personal Data which you may provide to us include:

- a. your name, National ID, passport or other identification number, telephone number(s), mailing address, email address and any other information relating to you which you have provided us; and;
- b. your employment history, education background, and income levels.

2. Collection of Personal Data

2.1 Generally, HSBC may collect your Personal Data in the following ways:

- a. when you submit forms or applications to us, including via our job applicant registration portal;
- b. when you submit requests to us;
- c. when you respond to our requests for additional Personal Data;
- d. when you ask to be included in an email or other mailing list;
- e. when you respond to our initiatives; and
- f. when you submit your Personal Data to us for any other reason.

3. Purposes for the Collection, Use and Disclosure of Your Personal Data

3.1 Generally, HSBC may collect, use and/or disclose your Personal Data for the following purposes:

- a. Administration of employment applications
 - i. assessing and managing your present and/or future employment application(s);
 - ii. pre-employment checks and background screening/vetting; and
 - iii. record keeping and/or to consider you for future opportunities.

- b. HR administration purposes
 - i. conducting employment checks, background screening/vetting whenever appropriate during your employment or engagement with the HSBC Group;
 - ii. applying for work permits, licenses and/or registrations on your behalf;
 - iii. making business travel arrangements, managing business expenses and reimbursements;
 - iv. carrying out performance reviews and appraisals;
 - v. payroll functions and paying and reviewing remuneration, including any deferred rewards;
 - vi. providing, administering and reviewing benefits and entitlements, for example, staff loans, pension and retirement savings, share plan, health insurance, life insurance, and provision of occupational health services;
 - vii. maintaining leave records, absence records and sick leave/pay information;
 - viii. workforce planning and talent management including training, secondments, assignments or transfers, scheduling, staffing, resource allocation, reporting, career development activities and managing skills and learning path, and creating and maintaining internal employee directories;
 - ix. informing you of employment related events and benefits;
 - x. responding to your queries and requests;
 - xi. providing employee references and recommendations with your consent;
 - xii. protecting your personal health and safety, including contacting you or your nominated contacts in an emergency; and
 - xiii. disciplinary matters, grievances and terminations.

- c. Operating and managing our business
 - i. processing your information in the ordinary course of our business, including in connection with any engagement or provision of products and services by the HSBC Group;
 - ii. operating, managing and safeguarding our IT infrastructure, communications systems, office equipment and other property;
 - iii. business continuity and disaster recovery;
 - iv. improving products and services;
 - v. allocating human resources, strategic planning, completing bank initiatives;
 - vi. publishing in internal HSBC publications and broadcasts such as staff newsletters and email;
 - vii. audit, reporting and record keeping purposes;
 - viii. budgeting, financial risk management; and

- ix. managing mergers, acquisitions, sales, or re-organizations.
 - d. Complying with legal and other obligations, risk management and protecting our legal rights
 - i. complying with compulsory or best practice requirements to which we may be subject, such as legal, tax, regulatory, sanctions or market requirements in the Philippines and overseas;
 - ii. complying with requests made by different bodies or authorities such as legal, regulatory, law enforcement, government and tax authorities in the Philippines and overseas ("**Authorities**"). Sometimes we may have to comply with such requests and other times we may choose to voluntarily comply;
 - iii. complying with our or any the 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 the Philippines and overseas. This is important in our wider fight against these crimes;
 - iv. protecting and enforcing our contractual and legal rights and obligations;
 - v. subject to applicable law, any other purpose set out in the Terms and Conditions; and
 - vi. any other purpose reasonably related to the aforesaid.
 - e. Surveys and data analytics
We may use your information to conduct internal surveys, analytical and statistical analysis for the purposes set out in this Notice and facilitating human resources management.
 - f. Monitoring
In the interests of security, fraud prevention and ensuring compliance with legal, regulatory and internal policy requirements, the HSBC Group monitors technology systems in use within the HSBC Group, including communications and other digital platforms. You should not have the expectation of privacy when using these systems. Further, the HSBC Group reserves the right to inspect bank accounts and other facilities held by you with any member of the HSBC Group, including reviewing any transactions made.
- 3.2 You should ensure that all Personal Data submitted to us is complete, accurate, true and correct. Failure on your part to do so may result in delay or inability to process your application or request.
- 3.3 HSBC may also collect, use and/or disclose your Personal Data for other purposes where you have provided us with your consent.

4. Disclosure of Personal Data

- 4.1 Personal Data will be protected and kept confidential but, subject to the provisions of any applicable law, may be disclosed, for the purposes listed above (where applicable), to the following parties:

- a. HSBC group companies;
- b. agents, contractors or third party service providers who provide services such as telecommunications, information technology, payment, payroll, processing, training, storage and archival, to HSBC;
- c. HSBC recruiters from our group companies and our third party human resource consultants and service providers;
- d. companies providing services relating to insurance and/or reinsurance to HSBC;
- e. the Credit Bureau (Philippines), or in the event of default or disputes, any debt collection agencies or dispute resolution centres;
- f. any business partner, investor, assignee or transferee (actual or prospective) to facilitate business asset transactions (which may extend to any merger, acquisition or asset sale) involving HSBC;
- g. anyone to whom we transfer or may transfer our rights and duties;
- h. our professional advisors such as our auditors and lawyers;
- i. third parties seeking employee references in respect of former employees of any HSBC group company;
- j. any judicial, administrative or regulatory body, any government or public or government agency, instrumentality or authority, any domestic or foreign tax, revenue, fiscal or monetary authority or agency, court, law enforcement body or any agents thereof, having jurisdiction over any HSBC group company (collectively referred to as "Authorities" and each an "Authority");
- k. the Hong Kong Bank Independent Labor Union (HBILU) or other trade union representing the interest of any employee of any HSBC group company in Philippines by way of a collective agreement; and
- l. any other person in connection with the purposes set forth above.

4.2 In connection with the purposes set out in this Data Protection Policy, HSBC may from time to time transfer your Personal Data to third parties who are situated overseas. HSBC has put in place contractual agreements to ensure that these third parties will abide by the requirements under the DPA in collecting, using or disclosing your personal data. Where it is necessary for these third parties to further disclose personal data onward to other third parties, HSBC will endeavor to ensure that these parties also abide by the DPA. In some instances, however your personal data may have to be disclosed to organizations in countries or territories which do not have standards of protection comparable to that under the DPA.

5. Retention of Personal Data

5.1 Should your job application be unsuccessful, or your employment with HSBC cease, HSBC may retain documents containing your personal data for such period as HSBC considers in its reasonable discretion necessary for legal or business purposes, including (where applicable) for the purposes listed at paragraph 3 above.

6. Contacting Us – Withdrawal, Access and Correction of your Personal Data

- 6.1 If you wish to withdraw your consent to any use of your Personal Data as set out in this Data Protection Policy, or if you have any questions, complaints relating to your Personal Data, or you would like to obtain access and make corrections to your Personal Data records, please raise a case at HRDirect (for employees) or send an email to jobs@hsbc.com.ph for (job applicants).