

Public Bank (Hong Kong) Limited (the “Bank”)
Notice to Employees and Employment Applicants relating to the
Personal Data (Privacy) Ordinance (the “Ordinance”)

1. It is necessary for applicants for employment with the Bank to supply the Bank with data about themselves in connection with their application.
2. Failure to supply such data will result in the Bank being unable to process employment applications.
3. If the application for employment is not successful, data about the employment applicant may be retained for 3 months from the date when the application for employment is rejected and such data may be retained for a longer period if there is a subsisting reason that obliges the Bank to do so.

If an application for employment is successful, data about employees may also be collected from employees during the period of their employment with the Bank. Data about employees may be retained for a maximum period of seven years from the date when the employees cease employment with the Bank, and for a longer period if there is a subsisting reason that obliges the Bank to do so.

4. The purpose for which data relating to employees and potential employees may be used are as follows:-
 - a) processing employment applications;
 - b) reviewing salaries, bonuses and other benefits;
 - c) consideration for promotion, training, secondment or transfer;
 - d) consideration of eligibility for and administration of staff loans; and
 - e) providing employee references.
 - f) monitoring compliance and meeting statutory requirement of any laws binding on the Bank or under and for the purposes of any guidelines or regulations issued by regulatory or other authorities with which the Bank is expected to comply.
5. Data held by the Bank relating to employment applicants and employees will be kept confidential but the Bank may provide such information to:-
 - a) any agent, contractor or third party service provider who provides administrative, telecommunications, computer or other services to the Bank in connection with the operation of its business;
 - b) any other branch of the Bank;
 - c) 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; and
 - d) persons seeking employee references.
6. Under and in accordance with the terms of the Ordinance any individual:-
 - a) has the right to check whether the Bank holds data about him/her and the right of access to such data;
 - b) has the right to require the Bank to correct any data relating to him/her which is inaccurate;
 - c) has the right 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.
7. 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.

8. The persons to whom requests for access to data or correction of data or for information regarding policies and practices and kinds of data held are to be addressed as follows:-

Head of Human Resources
Human Resources
Public Bank (Hong Kong) Ltd.
12/F, Public Bank Centre
120 Des Voeux Road
Hong Kong

Tel: (852) 2541 9222

Email: hr@publicbank.com.hk