



Privacy and personal data protection statement

Important: Please note that information provided by you here will be stored with and managed by the Taleo Corporation, a third-party service provider appointed by HSBC.

To preserve the confidentiality of all information you provide to us, we maintain the following privacy principles:

All applicants (referred to below as “you”, “your” or “yours”) must read and acknowledge the following terms and conditions carefully before applying for any position with HSBC. Your act of making application will be construed as acceptance of the terms and conditions; accordingly you are requested not to submit your information if you do not consent to all the terms and conditions.

1. Conflict of interest

As you progress through the recruitment process, you may be asked to provide information about any potential conflicts of interest with parties external to HSBC.

2. 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, address, contact details, resume, education background, employment history, referees and results of employment checks.

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, which you may choose not to answer. This information, if you decide to provide, will be used only for reporting on the diversity of our candidate base across the organisation and we would like to reconfirm that HSBC being an equal opportunities employer does not, in any way discriminate the candidates basis the information provided against these questions.

3. Purpose for information collection

When we collect this personal information through this site, HSBC or its service provider may use it:

- ◆ to assess and administer your application for employment;
- ◆ to communicate with you in relation to your application;
- ◆ to comply with any legal or regulatory obligations;
- ◆ to monitor and review HSBC's recruitment practices; and
- ◆ to facilitate our advice to you of other employment opportunities which may interest you.

4. 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 or service providers of HSBC who are involved in recruitment or support roles, verification 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 service providers, other HSBC Group organisations, organisations providing education and training, professional associations, printers, posting services and our advisers;
- ◆ involved in conducting probity checks or monitoring employee conduct;
- ◆ involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including testing or upgrading our computer systems;
- ◆ involved in the provision and administration of insurance, superannuation/retirement funds and the administration of your remuneration, superannuation/retirement, employee benefits, employee share schemes and insurance and our insurance;
- ◆ 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; and
- ◆ to whom you have given your consent.

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 India 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 India as provided above.

5. Employment checks

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 through external parties. Your application is subject to outcomes/findings of such checks.

6. Job application status and retention of your information

You understand and agree that, if your current application is not successful, HSBC may retain your personal data for a maximum period of seven 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.

You also understand and agree that, should you be employed by HSBC, HSBC may retain your personal data for a maximum period of seven years from the date when your employment with HSBC ceases, provided that the data may be retained for a longer period if there is a subsisting reason that obliges HSBC to do so, or the data are necessary for HSBC to fulfill its contractual, legal or regulatory obligations. You also understand that HSBC may retain your performance-related data for the latest six years (or such other period(s) in accordance with HSBC's policy or practice as it may from time to time decide) in the course of your employment.

7. Access to and correction of personal data

You may access and update your personal information at any time by using the user ID and password assigned to you.

8. Governing law and jurisdiction

These terms and conditions and the rights and obligations contained hereunder shall be governed by and construed in accordance with the laws of India. The courts of India 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.

Any grievances relating to use or handling of your sensitive personal data may be brought to our notice by writing to us:

For HongKong and Shanghai Banking Corporation Limited (HSBC) and its entities, any grievances relating to use or handling of your sensitive personal data may be brought to our notice by writing to us at

recruitment.grievances.inm@hsbc.co.in

- ◆ Contact details for HSBC Operations, Services and Technology (Global Operations)
- ◆ Contact details for HSBC Operations, Services and Technology (IT)