

Privacy Notice for the HSBC Supplier Inclusion Portal

1. Introduction (including who this applies to)

This Privacy Notice applies to the processing of personal information via the HSBC Supplier Inclusion Portal at <https://www.hsbc.com/who-we-are/esg-and-responsible-business/working-with-suppliers> by HSBC Group Management Services Ltd. This includes any personal data you, as a supplier or supplier representative provide us, whether through the HSBC Supplier Inclusion Portal , or otherwise, about yourself and any other individual connected with you (Related Individual).

This Privacy Notice explains:

- what information we collect about you
- how we'll use that information
- who we'll share it with
- when we might share it
- what steps we'll take to make sure it stays private and secure.

You're responsible for making sure the information you give us is accurate and up to date. You must tell us if anything changes as soon as possible. If you give information on behalf of another person, you'll need to tell them how to find this notice. You'll also need to make sure they agree to us using their information as described in it.

2. Who we are

When we say 'we,' we mean HSBC Group Management Services Ltd, who will act as a data controller for your personal data.

What is a data controller?

A data controller decides how and why your information is used and is responsible for ensuring compliance with data protection law.

The address for HSBC Group Management Services Ltd is 8 Canada Square, London E14 5HQ, UK. If you'd like to get in touch with us, you can find our contact details in "10. How to contact us".

Wherever we've said 'Supplier', this means a supplier to the HSBC Group whose information is provided via the HSBC Supplier Inclusion Portal .

Wherever we've said 'you' or 'your,' this means:

- you, the individual viewing this notice and acting as a Supplier (if the Supplier is an individual) or Supplier representative; and
- any Related Individuals, for example, managing directors and partners.

3. What information we collect

Information that you give directly to us, such as:

Types of information	Examples
Personal details	Your name Any previous names Your gender Your health Your sexual orientation
Contact details	Your business email address Your business telephone numbers.

4. How we'll use your information

We'll collect the information from you via the HSBC Supplier Inclusion Portal .

We'll share the information about you with other members of the HSBC Group to consider the Supplier for future commercial engagement(s) on a quarterly basis. The relevant procurement team will contact you, respectively your company, when there are opportunities that align with your company's capabilities and our business needs.

Furthermore, we'll use your data for internal information and analyses to support our ambition to ensure our supply chain represents the diversity of our employees, customers, and the communities we serve.

Finally, your contact details will be used to send you marketing information, such as invites to the HSBC Supplier Diversity Insights Day. Further information can be found in section 7 below.

We do all of this based on your consent.

5. Keeping your information secure

We use a range of measures to keep your information safe and secure, which may include encryption and other forms of security. Our employees and any third parties, who carry out work for us, must comply with suitable compliance standards. This includes the responsibility to protect any information and apply suitable measures for the use and transfer of information.

6. How long we'll keep your information

We keep your information in line with our data retention policy. This means, we'll normally keep your main supplier information for seven years from when our relationship with you ends.

Sometimes we may need to keep your information for longer. The reasons for this include:

- where we need the information to meet regulatory or legal requirements
- to help detect or prevent fraud and financial crime
- for our legitimate purposes, such as dealing with disputes
- to answer requests from regulators.

If we don't need to keep information for this length of time, we may destroy, delete or anonymise it sooner.

7. Marketing (including via social media, market research as applicable)

We may use your contact information to provide you with details about HSBC events which might be of interest for you. You can change your mind on how you receive these marketing messages, or you can stop receiving them at any time. To make that change, contact us via email: hsbc.supplier.diversity@hsbc.com.

If you ask us not to send you marketing, it may take us a short time to update our systems and records to reflect your request. During this time, you may still receive marketing messages.

Even if you tell us not to send you marketing messages, we'll continue to use your contact details to send you important information. For example, changes to your terms and conditions or if we need to tell you something to comply with our regulatory obligations.

8. Overseas transfers of information

Your information may be transferred to and stored in locations outside the United Kingdom (UK) or the European Economic Area (EEA). This includes countries that may not have the same level of protection for personal information. When we do this, we'll ensure it has an appropriate level of protection and that the transfer is in line with applicable legal requirements.

In some countries the law might mean we have to share certain information, for example, with tax authorities. Even in these cases, we'll only share your information with people who have the right to see it.

You can get more details of the protection given to your information when it's transferred outside the UK or the EEA by contacting us using the details in "10. How to contact us".

9. Your Rights

You have a number of rights in relation to the information that we hold about you including:

Your right	Description
Access	You can access the information we hold about you and to get information about what we do with it.
Rectify	You can ask that we rectify your information if it's inaccurate or incomplete.
Object	You can object to our processing of your information. Sometimes, we may be entitled to continue and/or to refuse your request.
Limit	You can ask us to limit the way we use your personal data. Sometimes, we may be entitled to continue and/or to refuse your request.
Withdraw	In some circumstances you can withdraw your permission to our processing of your information that you can do at any time. Sometimes, we may continue to process your information if we have another legitimate reason for doing so.
Portability	You can ask for certain information you've provided to us in an electronic format and/or ask that we send it to a third party.
Deletion	You can ask us to delete your information. Sometimes, we may continue to keep your information if we're entitled or required to retain it.
Complaint	You can complain to the UK Information Commissioner's Office by visiting ico.org.uk , or to the data protection regulator in the country where you live or work.

10. How to contact us

If you ever need support, or would like to exercise your rights, we're always here.

You can write to us:

The Data Protection Officer (DPO) can be contacted at:

The Data Protection Officer, Customer Service Centre, BX8 1HB

You can exercise your rights, by writing to:

Attention of Rights of Individuals Fulfilment (ROIF).

Customer Service Centre, BX8 1HB