



HONG KONG CANDIDATE PRIVACY NOTICE

ISSUED: 1 JULY 2018

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VERSION: 2.1

NOTICE

Hong Kong Job Applicant Personal Data Privacy Undertaking¹

As an employee of Citi, your personal data will be collected, processed and held in compliance with the Personal Data (Privacy) Ordinance, Cap.486 of the Laws of Hong Kong (the “Ordinance”), and/or any other laws (within or outside the Hong Kong Special Administrative Region) applicable to Citi’s process and/or use of your personal data (“Applicable Laws”), and you understand and consent to the following with respect of your personal data provided by you or on your behalf or otherwise collected by Citi or any of its affiliates or Related Company* (each a “Citi Entity”):

1. The personal data provided by you or on your behalf to Citi or any of its affiliates or Related Company* or collected from public sources and/or third parties from time to time prior to or in the course of your employment with Citi as well as all other personal data related to you collected and held by Citi or any of its affiliates or Related Company upon applying for any services or products from Citi or its affiliates or Related Company will be used by Citi for one or more of the following purposes:

- a) consideration of your employment application;
- b) engagement or training records;
- c) information about your medical condition;
- d) terms and conditions of employment;
- e) personal and emergency contact details;
- f) performance, conduct and disciplinary records;
- g) statistics and survey;
- h) internal or external audit, investigation and surveillance;
- i) financial audit;
- j) remuneration details, bonus and share plan information and other benefits;
- k) membership of professional associations or trade unions;
- l) provision of references;
- m) leave records (including annual leave, sick leave and maternity leave);
- n) taxation, banking and mandatory provident fund details;
- o) health and safety information;
- p) announcement of appointment as Citi or any of its affiliates or Related Company shall think fit;
- q) consideration for transfer / promotion / relocation / secondment / termination of employment / re-employment, where applicable;
- r) compliance with the foreign and domestic legal, regulatory and compliance requirements and any requirements pursuant to legal process applicable to Citi or any of its affiliates or Related Company (including without limitation any group-wide programs, policies, procedures, measures or arrangements for the maintenance, usage and disclosure of records and information that are or may be relevant to any actual or potential litigation, legal proceedings or regulatory enquiry, investigation, examination or enforcement proceedings), or any other foreign or domestic legal and/or regulatory obligation or request, or guidelines or guidance given or issued by any foreign or domestic legal, regulatory, governmental, tax, law enforcement or any other authority, or agreement / treaty entered into with any such authority or between or among any two or more such authorities, including disclosure to courts, tribunals and/or any such authority;
- s) any other lawful purposes which are related to your employment with Citi;
- t) consideration for provision (including without limitation assessing and processing your application) and maintenance of the services or products applied for by or provided to you;
- u) maintenance of the daily operation of the services or products provided to you by Citi or any of its affiliates or Related Company;
- v) promoting and providing services and products made available by Citi or any of its affiliates or Related Company;



w) conducting credit checks and ensuring ongoing credit worthiness (including without limitation for credit, risk and statistical analyses) by Citi or any of its affiliates or Related Company; carrying out matching procedures; or
x) any other lawful purposes which are related to any of the aforesaid purposes.

2. The provision of personal data is voluntary. Failure to provide sufficient information may result in Citi being unable to consider your subsequent promotion / transfer / relocation, or providing or maintaining the services or products applied for by or provided to you. However, the provision of personal data is obligatory if it is required for compliance with the legal, regulatory and compliance requirements. Failure to provide any such information may result in the termination of employment.

3. Subject to separate consent (if and insofar as required by Applicable Laws), your personal data may be disclosed to:

- a) the staff member(s) / employee(s) of Citi or any of its affiliates or Related Company (as defined in this letter) or such outside organization, agent, contractor or third party service provider as authorized or engaged by Citi from time to time to process personal data of Citi's employees;
- b) internal or external auditors, internal or external consultants/investigators or internal or external legal adviser of Citi, within as well as outside Hong Kong as considered appropriate,
- c) any party giving or proposing to give a guarantee or third party security to guarantee or secure your obligations;
- d) medical practitioners appointed by Citi or any of its affiliates or Related Company;
- e) administrator of Citi's mandatory provident fund scheme;
- f) outside parties involved in a merger, acquisition or due diligence exercise;
- g) anyone you authorise (including without limitation any third party service providers with whom you have chosen to interact with in connection with your application for products and services of Citi or any of its affiliates or Related Company);
- h) any credit providers, financial institutions, charge or credit card issuing companies, credit reference agencies (including the operator of any centralized database used by credit reference agencies), collection agencies, agents, service providers or contractors or merchants;
- i) any foreign or domestic legal, regulatory, governmental, tax, law enforcement or any other authority or any other person or entity to whom Citi or any of its affiliates is under an obligation or otherwise required to make disclosure under the requirements as specified in Section 1(r) of the "Personal Data Privacy Undertaking" above; or
- j) any other person who has established or proposes to establish any business relationship with Citi or any of its affiliates or recipient of such data, for any of the purposes mentioned above.

4. Citi (by itself or through its affiliates) maintains computer systems in data centers and at other locations in the United States of America and in various countries throughout the world and that Citi may collect, store, process, disseminate or use your personal data in manner that causes it to be transferred or accessed from computer systems owned or operated by or on behalf of Citi throughout its global computer network.

If and insofar as required by Applicable Laws, a Citi Entity will obtain your separate consent in relation to international transfers.

If and to the extent required by Applicable Laws, a Citi Entity will, prior to sharing of your personal data with third parties, notify you of the name and contact details of the recipients, the purposes and means of processing and provision of your personal data, and the types of personal data to be provided and shared, and obtain your separate consent to the sharing of your personal data. The foregoing data recipients will use the personal data to the extent necessary for the specific purposes set out in this Privacy Undertaking and store the personal data for the minimum length of time required to fulfil the purposes, or insofar as required by Applicable Laws, in accordance with Applicable Laws.



Some of the data collected by a Citi Entity may constitute sensitive personal data under Applicable Laws. If and insofar as required by Applicable Laws, the Citi Entity will only process sensitive personal data if strict protection measures are put in place and there is sufficient necessity to justify the processing. If and insofar as required by Applicable Laws, such sensitive personal data will be processed with your separate consent.

You have a right to request access to and correction of your personal data in accordance with the Ordinance and/or Applicable Laws. You may also request Citi to inform you of the items of data which are routinely disclosed to credit reference agency(ies) and in the event of default to debt collection agency(ies); and to provide you with further information to enable the making of an access and correction request to the relevant credit reference agency(ies) or debt collection agency(ies). In accordance with the terms of the Ordinance and/or Applicable Laws, a Citi Entity has the right to charge a reasonable fee for the processing of any data access request.

If and insofar as required by Applicable Laws, you have the right:

- (a) to request a Citi Entity to delete your personal data;
- (b) to object to certain uses of your personal data;
- (c) to request an explanation of the rules governing the processing of your personal data;
- (d) to ask that the Citi Entity transfer personal data that you have provided to the Citi Entity to a third party of your choice under circumstances as provided under Applicable Laws;
- (e) to withdraw any consent for the collection, processing or transfer of your personal data (you should note that withdrawal of your consent may result in the Citi Entity being unable to consider your subsequent promotion / transfer / relocation, or provide or maintain the services or products applied for by or provided to you); and
- (f) to have decisions arising from automated decision making (“ADM”) processes explained and to refuse to such decisions being made solely by ADM.

Nothing in this Privacy Undertaking shall limit your rights under the Ordinance and/or Applicable Laws.

For accessing or correcting your data, please use the Data Access/Correction Request Form obtainable from the Office of the Privacy Commissioner.

For enquiries concerning the personal data collected, including access and corrections, please contact

HR Shared Services Officer – Data Privacy,
hmdataprivacy@citi.com

Citibank, N.A., 12/F, Citi Tower, One Bay East,
83 Hoi Bun Road, Kwun Tong,
Kowloon

* “Related Company” is defined as - in relation to Citi, any company that is Citi’s subsidiary or holding company or a subsidiary of Citi’s holding company. A subsidiary and a holding company shall be construed within the meaning of Sections 13-15 of the Companies Ordinance (Cap. 622).

ⁱ This Hong Kong Personal Data Privacy Undertaking shall be read in conjunction with the Citi Careers Privacy Notice for Job Applicants .