

蒐集、處理及利用求職者個人資料告知聲明

滙豐(台灣)商業銀行股份有限公司及香港商香港上海滙豐銀行股份有限公司台北分公司(以下稱本行)，為(1)建立面試人員基本資料檔案庫，(2)進行人事行政管理需要之目的(包括但不限於行政研究、統計調查分析、資訊與資料庫管理風險控管等目的)，(3)本行於第一條說明所示之目的或其他法令所准許之各項目的，(4)提供如第三條所示之利用對象合於法令允許之目的，及(5)委託他人處理相關事務(包括但不限於資料處理、資料保存及資料分析等)得蒐集、處理、利用及國際傳輸台端之個人及往來、交易資料(詳第二條說明)，並依據個人資料保護法(以下稱個資法)之規定，向台端告知下列事項，請台端詳閱：

一、蒐集個人資料之特定目的

依據法務部頒佈「個人資料保護法之特定目的及個人資料之類別」，本行蒐集台端個人資料之特定目的詳如附錄一。

二、蒐集個人資料之類別

以本行與台端往來所實際蒐集之個人資料為準，本行係依據不同之需求，直接自台端或自第三人處蒐集台端之個人資料，其類別依據法務部頒佈之「個人資料保護法之特定目的及個人資料之類別」，共十類說明如下：

- (一) 識別類 C001 至 C003 (如姓名、電話、銀行帳戶或信用卡之號碼、身份證統一編號等)
- (二) 特徵類 C011、C012 與 C014 (如您的年齡、性別、出生年月日等)
- (三) 家庭情形 C021、C023、C024 (如您結婚有無、家庭成員、配偶之姓名等)
- (四) 社會情況 C033 至 C035 與 C037 至 C041 (如您的工作許可文件、居留證明文件、法院、檢察署或其他審判機關或其他程序等)
- (五) 教育、考選、技術或其他專業 C051 至 C057 (如您的學歷、畢業學校、專長、考試訓練考核及成績等)
- (六) 受僱情形 C061 至 C066、C068、與 C070 至 C072 (如您的僱主、工作職稱、薪資、工作經驗、工作表現評估、受訓紀錄等)
- (七) 財務細節 C081、C083、C084、C086、C087 (如您的總收入、總所得、信用評等、貸款餘額、票據信用、津貼等)
- (八) 商業資訊 C103 (如您的執照等)
- (九) 健康與其他 C111、C113 至 C116 (如您的治療及診斷紀錄、健康檢查資料及警察刑事紀錄證明等)
- (十) 其他各類資訊 C131 至 C132 (如無法歸類之電子郵件等)

三、對個人資料利用之期間、地區、對象及方式

- (一) 期間：台端之個人資料將以書面或電子檔方式，永久保存於本行人才資料庫，並於前揭目的範圍內處理或利用。
- (二) 地區：下揭利用對象之國內及國外所在地。
- (三) 對象：本行、信託公會、金融消費評議中心、委任等關係之第三人(包括但不限於會計師事務所、保險經紀人、團體保險公司、受託辦理市調之機構等)、獎項舉辦單位、未受中央目的事業主管機關限制之國際傳輸個人資料之接收者、其他與本行之交易相對人而有蒐集、處理、利用及國際傳輸個人相關資料必要者、依法有權機關、金融監理機關、擬向本行讓購資產及負債、承擔風險或進行合併之人(如有)、本行之母公司、香港上海滙豐銀行有限公司(The Hongkong and Shanghai Banking Corporation Limited)、滙豐控股公司(HSBC Holdings PLC)及其下所有子公司與關係企業(以下合稱滙豐集團成員)暨其委任之人，及中華民國、英國、香港及其他對本行及滙豐集團成員有管轄權之金融主管機關、司法或其他政府機構。
- (四) 方式：以自動化機器或其他非自動化之利用方式。

四、依據個資法第三條規定，台端就本行保有台端之個人資料得行使下列權利：

- (一) 得向本行查詢、請求閱覽或請求製給複製本，而本行依法得酌收必要成本費用。
- (二) 得向本行請求補充或更正，惟依法台端應為適當之釋明。
- (三) 得向本行請求停止蒐集、處理或利用及請求刪除，惟依法本行因執行業務所必須者，得不依台端請求為之。

若台端擬行使上述權利，請向本行 HR 部門提出書面請求，本行 HR 部門將依台端之請求辦理後續相關事宜。

五、台端得自由選擇是否提供相關個人資料：

台端得自由選擇是否提供上開個人資料，惟台端若拒絕提供相關個人資料，將可能導致本行無法判斷台端之個人資料之正確性及所應徵職務之適任性等，以致於影響台端覓得適當之職缺。

六、台端同意於成為本行員工後，本行得繼續於台端任職期間內蒐集、處理、利用台端之個人資料(如上述第二條所示)。本行有權修訂本告知事項，並同意本行於修訂後，得以言詞、書面、電話、簡訊、電子郵件、傳真、電子文件、分行及網站公告或其他足以使台端知悉或可得知悉之方式(包括但不限於以前述方式告知提供詳載本告知事項內容之網站連結)，告知台端修訂要點及指定網頁，屆時，請台端詳閱指定網頁內容。

七、台端與本行先前簽訂之僱用契約或文件所定與個人資料之蒐集、處理、利用、國際傳輸有關條款與本告知事項有所歧異者，以本告知事項為準。

附錄一：蒐集個人資料之相關特定目的

依據法務部頒佈「個人資料保護法之特定目的及個人資料之類別」及本行蒐集台端個人資料之特定目的如下：

◎人身保險◎人事管理(如甄選、離職及所屬員工基本資訊、現職、學經歷、考試分發、終身學習訓練進修、考績獎懲、銓審、薪資待遇、差勤、福利措施、褫奪公權、特殊查核、或其他人事措施)◎入出國及移民◎全民健康保險、勞工保險或其他社會保險事務◎金融服務業依法令規定及金融監理需要，所為之蒐集處理及利用◎金融監督、管理與檢查◎勞工行政◎智慧財產權、光碟管理及其他相關行政◎資(通)訊與資料庫管理◎僱用與服務管理◎輔助性與後勤支援管理◎調查、統計與研究分析◎護照、簽證及文件證明處理◎契約、類似契約或其他法律關係事務◎內部控制◎辦理委外作業◎委外人力管理



(Note: This English translation is provided for reference only and might not exactly reflect the true meaning and full text of the original language.)

Letter of Advice on Collecting, Processing and Using Personal Data of the Candidate

HSBC Bank (Taiwan) Limited and The Hongkong and Shanghai Banking Corporation Limited, Taipei Branch (“HSBC”), for the purpose of (1) establishing the data base for the candidates’ basic information, (2) meeting the needs of human resource administration (including but not limited to the purposes of the administration research, statistical investigation and analysis, and risk control for the information/data base management), (3) fulfilling the purposes stated in the first Clause herein, or any others permitted by laws, (4) providing the personal data collected to the objects identified in third Clause herein for the purposes permitted by laws, and (5) engaging third parties to process the relevant affairs (including but not limited to the data process, preservation and analysis) to gather, conduct processing, utilize and conduct international transmission of your personal, corresponding and transaction data (please see second Clause herein for details) and is advising you of the following contents for your perusal in accordance with Personal Data Protection Act:

1. Specific purposes for collection of personal data:

According to the “The Purposes Specified in Personal Data Protection Act and Category of Personal Data” promulgated by Ministry of Justice, HSBC collects your personal data for the specific purposes as Appendix 1.

2. Category of personal data:

It is subject to the personal data that is actually collected by HSBC. HSBC collects your personal data directly from you or other third parties based on the various needs, and the data is categorized into ten types as the following according to the “The Purposes Specified in Personal Data Protection Act and Category of Personal Data” promulgated by Ministry of Justice:

- (1) Identification C001 to C003 (e.g., name, telephone number, bank account number or credit card number, and ID No., etc.)
- (2) Characteristics C011 to C013 (e.g., your age, gender, and date of birth)
- (3) Family status C021, C023, C024 (e.g., your marital status, family member and name of spouse)
- (4) Societal status C033 to C035 and C37 to C041 (e.g., your work permit, residence certificate, courts, prosecutors offices or other trial authorities or other procedures)
- (5) Education, examination, technique or other expertise C051 to C057 (e.g., your academic degree, school of graduation, expertise, examination/training and the result)
- (6) Employment C061 to C066, C068, and C070 to C072 (e.g., your employer, job title, salary, working experience, working performance evaluation, training record)
- (7) Financial information C081, C083, C084, C086, C087 (e.g., your total revenue, total income, credit rating, loan balance, paper credit and allowance)
- (8) Business information C103 (e.g., your licenses)
- (9) Health and others C111, C113 to C116 (e.g., your treatment and diagnostic record, health examination and criminal records)
- (10) Other information C131 to C132 (e.g., unclassified emails)

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3. Period, area, objects and method of use for personal data:

- (1) Period: Your personal data will be preserved permanently at the human resources data base of HSBC in written form or electronic file and processed or used within the aforesaid scopes
- (2) Area: Local and foreign locations of the following objects.
- (3) Objects: HSBC, Trust Association, Financial Ombudsman Institution, any third parties entering into cooperative or mandatory relationship with HSBC (including, but not limited to the CPA firms, insurance agent enterprises, group insurance companies and institutions commissioned to engage in market survey), host units for the prizes, receivers of personal data internationally transmitted who are not restricted by the central industrial competent authorities, other institutions having business contact or trading with HSBC with the needs to collect, process, use, and internationally transmit the personal data, competent authorities, financial supervisory authorities, parties wishing to acquire from or assign to HSBC any assets and liabilities, assume risk or proceed with merger (if any), HSBC's parent company, The Hong Kong and Shanghai Banking Corporation Limited, HSBC Holdings PLC and all its subsidiaries and affiliates thereof (hereinafter referred to as "HSBC Group Members" collectively) and the entity(s)/person(s) mandated by any of HSBC Group Members, and any competent authorities, judicial or other governmental bodies which have jurisdiction over HSBC and HSBC Group Members in the R.O.C., the United Kingdom, Hong Kong and any other places.
- (4) Method of use: By automated machine or any other non-automated means.

4. According to Article 3 of Personal Data Protection Act, you may exercise the following rights against HSBC with respect to your personal data held by HSBC:

- (1) Inquire or request to review or reproduce your personal data. HSBC shall, pursuant to laws, charge the necessary cost and expense;
- (2) Request HSBC to supplement or correct your personal data. You shall exercise it with reasonable explanation in accordance with laws;
- (3) Request HSBC to stop collection, processing or using, or to delete your personal data. However, HSBC shall, pursuant to laws, disregard the request if such data is mandated to execute relevant processes.

If you wish to exercise aforesaid rights, you may make the request in writing via HSBC HR department and HSBC HR department will proceed with it per your request.

5. You may choose to provide your personal data in your sole discretion:

You may choose to provide your personal data in your sole discretion. Provided that you refuse to provide your personal data, it may cause HSBC not able to verify the accuracy of your personal data and the suitability for the position you seek so that you may not find the appropriate position.

6. You agree that upon becoming an employee of HSBC, HSBC may continue collecting, processing and using your personal data during your employment period (as stated in second Clause herein). HSBC is entitled to amend the advice and to notify you of the outlined amendments and designated webpage, verbally, in writing, or via telephone, SMS, email, fax, e-document, branch and website, or in any other manners sufficient to enable you to know or perceive the amendments (including, but not limited to, providing the access to any website disclosing the details of advice in aforesaid manners). Please peruse the content on the designated webpage accordingly then.



7. In case of any inconsistency between the terms and conditions contained in the employment contract or instrument entered into between you and HSBC previously with respect to collection, processing, using and international transmission of personal data and the “Letter of Advice/Consent on Collecting, Processing and Using Personal Data”, this letter shall prevail.

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Appendix 1: Specific Purposes for Collection of Personal Data

According to the “The Purposes Specified in Personal Data Protection Act and Category of Personal Data” promulgated by Ministry of Justice, HSBC collects your personal data for the following specific purposes:

- ◎Life insurance
- ◎Human resource management (e.g., selection, leaving office, basic information of the belonged employees, current position, academic/working record, examination/assignment, long term study/training/further education, merits/rewards and penalties, reviewing, salary treatment, attendance, benefit measurements, deprivation of rights, special check or other human resource measurements)
- ◎Exist/entrance and immigration
- ◎ National health insurance, labor insurance or other social insurance matters
- ◎Collecting, processing and using by financial service institution pursuant to laws and per the needs of financial supervision
- ◎Financial supervision, management and examination
- ◎Labor administration
- ◎Intelligence property, disc management and other related administration
- ◎Management of information/communication and database
- ◎Hiring and service management
- ◎Supplementary and logistic supporting management
- ◎Survey, statistic and research analysis
- ◎Passport, visa and certificate processing
- ◎Contract, similar of contract or other legal relations
- ◎Internal control
- ◎Handling outsourcing operation
- ◎Outsourcing human resource management