

PERSONAL INFORMATION COLLECTION STATEMENT HONG KONG

As part of our compliance with the Personal Data (Privacy) Ordinance (Cap. 486) ('PDPO') of the laws of the Hong Kong Special Administrative Region, HFG (Hong Kong) Limited requests you read the following information regarding when and how we collect your personal data and how we maintain, use, store, transfer and disclose of your personal data in connection with your possible or actual work placements and sign where indicated to acknowledge your acceptance and understanding of this information.

Personal data means information about you, including your work experience, qualifications, aptitude test results, opinions about your work performance (e.g. references) and other information obtained by us in connection with your possible work placements

We may collect personal data about you when:

- You complete the HFG registration forms or provide any other information in connection with your application
- We receive any reference about you
- We receive results of inquiries that we might make of your former employers, professional associations or registration body
- We receive the results of any competency or medical test or any background check
- We receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you were involved
- You provide us with any additional information about you

Please note that it is mandatory for you to provide personal data in order for us to be able to provide you with our services.

Your personal data may be used in connection with:

- Your actual or possible work placement
- Career guidance or management
- Any test or assessment (including medical tests and assessments) that you might be required to undergo
- Our management and resolution of any complaint, inquiry or investigation in which you are involved
- Any insurance claim or proposal that requires disclosure of your personal or sensitive information
- Undertaking criminal reference checks
- For research, development, business systems and infrastructure testing, and other business purposes to assist us in providing our services to you
- Providing our services to you or our clients

Your personal data may be disclosed to:

- Potential and actual employers and clients of HFG
- HFG employees and potential employers located primarily in Hong Kong, Singapore, Malaysia, Indonesia, Thailand, United Kingdom and any other countries where HFG provides services or may provide its services in the future regarding possible work placements or to assist us in providing our services to you
- Referees
- A professional association or registration body that has a legitimate interest in the disclosure of your personal and sensitive information
- A Workers Compensation body
- Any person with a lawful entitlement to obtain the information
- Accountants, auditors, company secretarial services and professional advisers

- IT, data, network, technology, internet, social network and business process service providers and organisations
- Marketing and event organisers, venues and companies

This may include transferring your personal data to a location or country which may not offer the same level of protection of personal data as Hong Kong.

If you do not provide us with the information we seek:

- We may be limited in our ability to locate suitable work for you; and
- We may be limited in our ability to place you in work

Additional information contained in our privacy policy:

Our Privacy Policy which is located on our website, contains further information about the type of information we hold and how we manage your information, including how you can, subject to some exemptions, access personal data about you that we hold and request that it be corrected. It also sets out how you can complain about any alleged breaches of the PDPO and how we will deal with any complaints.

You have the right to request access to and correction of information held by us about you. You also have the right to withdrawn your consent to HFG's use of your personal data, without charge. If you wish to access or correct your personal data, or otherwise wish to contact us, please contact us at:

Email: privacy@hfgasia.hk

Address : 23rd Floor, One Island East, 18 Westlands Road, Quarry Bay, Hong Kong

Changes to our Privacy Notice:

If at any time our privacy notice or privacy policy changes, the updated details will be available on the privacy policy on our website. Any information we hold about you will be governed by the most current version of this policy.