

Personal Information Collection Statement

In compliance with the Personal Data (Privacy) Ordinance (the “**Ordinance**”), Banque Pictet & Cie SA, Hong Kong Branch (the “**Bank**”) would like to inform you of the following:

- (1) It is necessary for interested individuals to supply the Bank with data about themselves in connection with their applications to become:
 - (i) an employee (an individual having an employment relationship with the Bank or, in the case of a secondment to the Bank, with any of the entities belonging to the Pictet Group); or
 - (ii) a consultant or a contractor providing services to the Bank or working in a role of similar capacity comparable to employees,collectively referred to as the “**Employees/Consultants**”).
- (2) Failure to supply such data will result in the Bank being unable to process applications from Employees/Consultants.
- (3) Where applications from Employees/Consultants are successful, data about Employees/Consultants may also be collected before or during the period of their employment or engagement with the Bank. For example, the Bank may collect (1) personal data of the Employees/Consultants in the course of their communications with customers or other Employees/Consultants of the Bank or any of the entities belonging to the Pictet Group or any other third parties (as the case may be) by means of telephone or mobile recording system, internet access and email logging systems and/or other available means wherever applicable; (2) “**MRC Information**”, which includes specific information on employees’ conduct for employment history verification by the Bank and/or reference provided to prospective recruitment banks under Mandatory Reference Checking (“**MRC**”) Scheme; (3) any work, academic or professional references; (4) information which reveals an individual’s health status in relation to infectious diseases; (5) personal data of the Employees’/Consultants’ family members, relatives and/or other persons registered as their emergency contacts; and (6) facial, fingerprint and iris data of the Employees/Consultants for controlling entry to the office premises and/or access to the information technology systems of the Pictet Group by means of making and extracting biometric algorithms (minutiae information) from the whole images of faces, fingerprints and irises, if the Employees/Consultants concerned opt for the use of their facial, fingerprint and iris data by the Bank for such purposes.
- (4) The purposes for which data relating to Employees/Consultants and potential Employees/Consultants may be used are as follows:
 - (i) processing applications from Employees/Consultants or MRC, where applicable;
 - (ii) determining and reviewing salaries, bonuses, fees and other payments or benefits;
 - (iii) conducting fit and proper assessment according to internal policy or regulatory requirements or consideration of promotion, training, secondment or transfer;
 - (iv) consideration of eligibility for and administration of staff benefits and entitlements;
 - (v) providing work references, with MRC Information where applicable;
 - (vi) registering Employees/Consultants as intermediaries or licensees with statutory authorities / institutions for purposes directly related to or associated with the employment or engagement;
 - (vii) safeguarding office security and/or security of the information technology systems of the Pictet Group (if the Employees/Consultants concerned opt for the use of their facial, fingerprint and iris data by the Bank for such purposes);
 - (viii) monitoring compliance with internal rules of the Bank, entities belonging to the Pictet Group and the Pictet Group;

- (ix) complying with the obligations, requirements or arrangements for disclosing and using data that apply to the Bank or any of the entities belonging to the Pictet Group or that it is expected to comply according to (a) any law binding or applying to it within or outside the Hong Kong Special Administrative Region (“HKSAR”) existing currently and in the future; or (b) any guidelines or guidance given or issued by any legal, regulatory, governmental, tax, law enforcement or other authorities, or self-regulatory or industry bodies or associations of financial services providers within or outside the HKSAR existing currently and in the future;
 - (x) conducting investigation regarding any suspicious fraud cases, misconduct or criminal activities;
 - (xi) deploying epidemic prevention and control measures in the workplace; and
 - (xii) for human resource management or purposes relating thereto.
- (5) Data held by the Bank relating to Employees/Consultants and potential Employees/Consultants will be kept confidential but the Bank may provide such information to the following parties, whether within or outside the HKSAR, for the purposes set out in paragraph (4):
- (i) any agent, contractor, or third party service provider appointed by the Bank or any entity belonging to the Pictet Group (and any sub-contractor engaged by them) who provides legal, consultancy, certification, accounting, audit, administrative, data processing, telecommunications, information technology, pre-employment screening, background checks, data management or storage or other services to the Bank or any entity belonging to the Pictet Group in connection with the operation of its business;
 - (ii) any insurer with insurance cover for the Employees/Consultants and their dependents (where applicable);
 - (iii) any administrator or manager of the Bank’s retirement schemes or any relevant provident fund managers;
 - (iv) any entity belonging to the Pictet Group;
 - (v) any other person under a duty of confidentiality to the Bank or any entity belonging to the Pictet Group or who has undertaken to keep such information confidential;
 - (vi) any person to whom the Bank or any entity belonging to the Pictet Group is under an obligation or otherwise required to make disclosure under the requirements of any law binding on or applying to the Bank or any entity belonging to the Pictet Group, or any disclosure under and for the purposes of any guidelines or guidance given or issued by any legal, regulatory, governmental, tax, law enforcement or other authorities, or self-regulatory or industry bodies or associations of financial services providers with which the Bank or any entity belonging to the Pictet Group is expected to comply, all of which may be existing currently and in the future;
 - (vii) persons seeking work references in respect of Employees/Consultants with the prescribed consent of the Employee/Consultant concerned in accordance with Section 2(3) of the Ordinance;
 - (viii) any actual or proposed purchaser of all or part of the business of the Bank or any entity belonging to the Pictet Group or, in the case of any merger, acquisition or other offering or placement, the purchaser or subscriber for shares in the Bank or any entity belonging to the Pictet Group; and
 - (ix) third parties in the form of directories of names and office telephone or mobile numbers of key officers of the Bank for promotional and administrative purposes.
- (6) Insofar as Employees/Consultants or potential Employees/Consultants are also customers of the Bank, attention is drawn to the Bank’s terms and conditions relating to the collection, use and storage of customers’ personal data as appropriate.
- (7) Data held by the Bank relating to Employees/Consultants will be retained during their employment or engagement and for at least seven years thereafter. Data relating to potential Employees/Consultants

whose applications are unsuccessful will be destroyed by the Bank within 24 months after completion of the Bank's relevant recruitment process. Under and in accordance with the terms of the Ordinance, any individual has the right:

- (i) to check whether the Bank holds data about him or her and of access to such data;
 - (ii) to require the Bank to correct any data relating to him or her which is inaccurate; and
 - (iii) to ascertain the Bank's policies and practices in relation to personal data and to be informed of the kind(s) of personal data held by the Bank.
- (8) In accordance with the terms of the Ordinance, the Bank has the right to charge a reasonable fee for the processing of any data access request.
- (9) Any requests from Employees/Consultants and potential Employees/Consultants for access to personal data or correction of personal data or for information about the Bank's privacy policies and practices and kind(s) of personal data held should be addressed to:

Data Protection Officer ASIA
8-9/F Chater House
8 Connaught Road, Central
Hong Kong
asia-data-protection@pictet.com

- (10) Nothing in this statement shall limit the rights of Employees/Consultants and potential Employees/Consultants under the Ordinance.