



Personal Information Collection Statement

Personnel Data are collected for the purposes of prospective employment and Human Resources Management. All personal data provided will be treated in the strictest confidence and used only for recruitment related purposes. All applications will be destroyed after six (6) months of submission.

Purposes:

- a) processing an employment application;
- b) human resources management, such as planning and implementing staffing and training, promotions, transfers, secondments and other career related matters; reviewing, implementing and administering our employee benefits such as pensions, insurance and medical benefits; and payroll administration;
- c) providing employee references;
- d) departmental communications;
- e) carrying out a matching procedure for HR-related purposes;
- f) conducting identity, bankruptcy, civil litigation and/or credit checks;
- g) assessing for any potential conflict of interest exists between the Company and your family member(s);
- h) evaluating future re-employment with the Company; and
- i) other purposes directly relating to any of the above.

For the purposes as listed above, the Company may transfer your data for the purpose to any insurer, provident fund manager, persons or companies seeking employee references in respect of employees with the prescribed consent and obtain references from your present and/or previous employers and referees for verification on your employment, salary history and to release the employment related information. This does not however, include requests for information received from government bodies where there is statutory obligation to provide information.



We are an equal opportunity employer and welcome applications from all qualified candidates. If you are unsuccessful, your application form will be destroyed six (6) months from employment application submission date. Should there be vacancies in our subsidiary or associate companies during that period, we reserve the right to transfer your application to them for employment consideration.

If you wish to access or correct your personal data held by Human Resources Department, or if you have any questions, comments and requests regarding the Personal Information Collection Statement and the Company's Privacy Policy Statement, please submit your request in writing and address to:

Data Protection Officer of Human Resources, Well Link Life Insurance Company Limited, 16/F, 1111 King's Road, Taikoo Shing, Hong Kong.