

HSBC Bank Canada

PERSONAL INFORMATION - NOTICE TO ALL APPLICANTS

HSBC Bank Canada (“**HSBC**”) is a subsidiary of HSBC Holdings plc which, together with its subsidiaries and affiliates, is one of the world’s largest banking and financial services organizations.

Our job applicant registration site is provided by HSBC’s third party service provider, Avature Limited. All personal information collected about you through our job applicant registration site is only used and disclosed by HSBC in accordance with applicable privacy legislation. By entering your email address and/or submitting any personal information through our job applicant registration site, you acknowledge and agree that your personal information may be collected by HSBC, through its service provider, Avature Limited, and that it may thereafter be used and disclosed by HSBC for the purposes of: contacting you about employment opportunities, reviewing your application, assessing your suitability for employment, administering your candidate profile, collecting your feedback on HSBC recruitment matters, reference verification and, if you become an employee of HSBC, for the purpose of administering our employment relationship.

Please note that should you become an employee of HSBC, your personal information will also be governed by our Employee Privacy Code and any other applicable internal policies.

What is “personal information”?

"Personal Information" means any identifiable information about you. When you submit your personal information to HSBC through our job applicant registration site, your personal information includes your name, your contact information, education, job history, references and skills.

Storage of personal information

Online recruitment services for HSBC are provided by our third party service provider, Avature Limited, a corporation which may perform activities outside Canada. We choose our service providers with care and we impose strict contractual obligations on them to protect your personal information in line with the standards of confidentiality and security that we observe.

Your personal information may be used, stored, or accessed in other countries and therefore may be subject to the laws of those countries which may not have data protection laws providing the same level of protection as Canada. Personal information may be disclosed in response to valid demands or requests from government authorities, courts, or law enforcement in other jurisdictions.

Profile Retention

In our experience, people who create a candidate profile with HSBC and/or express an interest in being made aware of employment opportunities within HSBC appreciate being informed of and considered for all opportunities until such time as they ask to be removed from these lists. By entering your email address and submitting your personal information through our job applicant registration site, you acknowledge and agree that your profile with HSBC will be retained and that you will continue to receive information about employment opportunities from HSBC until such time as you contact us to inform us that you would like to have your profile deleted and/or that you no longer wish to be notified of employment opportunities. HSBC has retention standards designed to meet applicable legal requirements. HSBC will securely destroy or delete all personal information once it is no longer required. Your personal information is retained on file for as long as we need it to provide you with services and to meet legal requirements. When we no longer need the information, it is either securely destroyed, deleted or made anonymous.

Updating your information

You can review and update your information. We aim to keep your information accurate and complete, so if your circumstances change, please update your information with us promptly by accessing your profile on our job applicant registration site.

Request Access to your Information

You can request access to personal information we hold about you. There may be a small charge for doing so. Once we receive and have validated your request, you'll receive the information within 30 calendar days. You may correct the information if there are any mistakes. Send us an email at: info@hsbc.ca

Addressing Your Concerns

If you have a problem or concern with how we handle your information, we want to know. Follow our [complaint resolution](#) process or call us at 1-888-310-4722

If you would like further information about the policies and practices of HSBC with respect to protection of your personal information, please submit your request in writing to:

HSBC Bank Canada
2910 Virtual Way,
Vancouver, British Columbia
V5M 0B2
Attn: HR PRIVACY ADMINISTRATOR