

HSBC Canada

PERSONAL INFORMATION - NOTICE TO ALL APPLICANTS

HSBC Bank Canada 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 (the "HSBC Group").

HSBC Bank Canada's online recruitment service, the HSBC Careers Website, is provided by its agent, Taleo. All personal information collected about you through this Careers Website 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 this Careers Website, you acknowledge and agree that your personal information may be collected by HSBC Bank Canada, through its agent, Taleo, 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 Bank Canada, for the purpose of administering your employment relationship.

Please note that should you become an employee of HSBC Bank Canada, your personal information will also be governed by the Employee Privacy policy/code and any other applicable internal policies.

What is "personal information"?

"Personal Information" means any identifiable information about you. When you apply for any position with HSBC Canada through the Careers website, your personal information would include your name, your contact information, education, job history, references, skills, etc.

Storage of personal information

Online recruitment services for HSBC is provided by our third party agent, Taleo, a corporation which may perform activities outside Canada. We choose our service providers and agents with care and we impose strict contractual obligations on them to protect your personal information to the standards of confidentiality and security, which we observe. As a result, your personal information may be used, stored, or accessed in other countries and therefore may be subject to the laws of those countries. For example, personal information may be disclosed in response to valid demands or requests from government authorities, courts, or law enforcement in these countries.

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 considered for all opportunities and being informed of all opportunities until such time as they specifically express their wish to be removed from these lists. By entering your email address and submitting your personal information through this Careers Website, 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. While 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 service and to meet legal requirements. When we no longer need the information, it is either destroyed or made anonymous.

Addressing Your Concerns

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