

Guoco Group Policy on Personal Data for Job Applicants

1. It is necessary for job applicants of Guoco Group Limited or any of its direct or indirect subsidiaries, associated companies, holding companies or any of its holding companies' direct and indirect subsidiaries and associated companies (together the "Group") to supply the Group with data (including name, identification document(s) details, date of birth, contact details and past education and employment history) about themselves in connection with their application.
2. Failure to supply such data will result in the Group being unable to process employment applications.
3. If an application for employment is successful, additional data about employees may also be collected from employees during the period of their employment with the Group.
4. The purposes for which data relating to job applicants may be used are as follows:-
 - (i) processing employment applications;
 - (ii) determining salaries, bonuses and other benefits;
 - (iii) consideration for training or secondment;
 - (iv) consideration of eligibility for staff benefits and entitlements;
 - (v) monitoring compliance with internal rules of the Group;
 - (vi) complying with any guidelines or guidance given or issued by any legal, regulatory or other authorities, or self-regulatory or industry bodies or associations of financial services providers;
 - (vii) meeting any legal, governmental or regulatory requirements; and
 - (viii) purposes relating thereto.
5. The Group may collect personal data via online application. Communication (e.g. regarding the application status/result) sent by the Group to job applicants may also be through either the e-mail or postal service or other means, at the discretion of the Group.
6. All application information collected will be handled by authorised staff of the Group. It will be kept for consideration for other suitable positions within the Group and its related companies over a one-year period, after which the data will be destroyed. For successful applicants, information will be kept in accordance with Guoco Group Policy on Personal Data.
7. Data held by the Group relating to job applicants will be kept confidential but the Group may provide such information to the following parties for the purposes set out in paragraph 4 above:-
 - (i) any other member of the Group; and
 - (ii) any agent, contractor, or third party service provider who provides administrative, telecommunications, computer, human resources management services or any other services to the Group in connection with the operation of its business.
8. The Group may disclose data to any or all of the parties stated above and may do so notwithstanding the recipient's place of business is outside Hong Kong including but not limited to Malaysia and Singapore, or that such information following disclosure will be collected, held, processed or used by such recipient in whole or in part outside Hong Kong.
9. Under and in accordance with the terms of the Personal Data (Privacy) Ordinance (Cap.486 of the laws of Hong Kong) (the "Ordinance"), any individual:-
 - (i) has the right to check whether the Group holds data about him and the right of access to such data;
 - (ii) has the right to require the Group to correct any data relating to him which is inaccurate;
 - (iii) has the right to ascertain Group's policies and practices in relation to data and to be informed of the kind of personal data held by the Group.
10. In accordance with the terms of the Ordinance, the Group has the right to charge a reasonable fee for the processing of any data access request.
11. The person to whom requests for access to data or correction of data or for information regarding policies and practices and kinds of data held are to be addressed is as follows:-

**Chief Human Resources Officer
Guoco Group Limited
50/F, The Center
99 Queen's Road Central
Hong Kong**

12. This policy is subject to change from time to time and any changes will be posted on Guoco's website of www.guoco.com. Nothing herein shall limit the rights of job applicants under the Ordinance.
13. In this policy, "subsidiary" and "holding company" shall bear the same meanings given to them under the Companies Ordinance (Cap.32 of the laws of Hong Kong) and "associated company" shall in relation to a company mean any company in the equity capital of which not less than twenty percent but not more than fifty percent of its shareholdings is held by the foregoing company.

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