

Hong Kong Science and Technology Parks (Shenzhen) Limited

Applicants Privacy Statement

This Statement sets out how Hong Kong Science and Technology Parks (Shenzhen) Limited (“HKSTP (SZ)”, “we” or “our company”) collect, use, manage, and protect the Personal Information (as defined below) and other information (collectively “Data”) that our job applicants (“applicants”, and individually, an “applicant” or “you”, “your” as the context may require) may provide to us.

“Personal Information” refers to any kind of information related to an identified or identifiable natural person as electronically or otherwise recorded, excluding information that has been anonymized; “Sensitive Personal Information” refers to Personal Information that, once leaked or illegally used, will easily lead to infringement of the human dignity or harm to the personal or property safety of a natural person, including biometric recognition, religious belief, specific identity, medical and health, financial account, personal whereabouts and other information of a natural person, as well as any Personal Information of a minor under the age of 14. In this Statement, Personal Information and **Sensitive Personal Information** (which is marked in bold and underlined) of applicants include the following information:

- Basic information: name, gender, age or date of birth, marital status, nationality;
- Identity information: **ID number and ID card copy, passport number and passport copies, copy of work permit, social insurance card, residence permit,** household registration (hukou) location;
- **Physiological health information: medical examination report for jobs with specific health requirements;**
- Education and work information: academic and work experience, academic and professional qualifications (copies), letter or proof of termination of previous employments and corresponding reasons of leaving, proof of income, recommendation letter for employments;
- Contact information: correspondence address, phone number, email address;
- Background investigation report;
- Reason for job application and expectation;
- Interview evaluation;
- Other information necessary for the recruitment, interview, employment and other basic employment management purposes and corporate group management purposes, e.g., **negative social records** such as being included in the list of defaulters.

The above Personal Information is mainly provided by you voluntarily and with your knowledge, generated or disclosed in the course of your interaction with us and/or obtained by us from third

parties with your knowledge. We will collect and process your Sensitive Personal Information only with your separate consent or in other circumstances as required by laws and regulations. If you refuse our processing of the above Personal Information, it may affect the normal progress of the application process.

1. General Protection

- 1.1 All Personal Information is collected, stored, used, processed, transferred, shared, disclosed and deleted by HKSTP (SZ) in accordance with all relevant laws, regulations and/or license requirements including, without limitation, the *Personal Information Protection Law* of the People's Republic of China ("PRC").

2. Use of the Data

- 2.1 In principle, we will only collect and use your Personal Information for recruitment, interview, employment and other basic employment management purposes and corporate group management purposes. We will only keep your Personal Information in accordance with our retention policy under Section 4.
- 2.2 You are fully aware that in the following situations we do not need to obtain your consent to process your Personal Information:
- (a) where it is necessary to enter into and perform a contract to which you are a party;
 - (b) where it is necessary for the performance of our statutory obligations;
 - (c) where it is necessary to respond to a public health emergency, or in an emergency, to protect your life, health and property and that of other people;
 - (d) when we conduct news reports, public opinion supervision and other acts for the public interest, and process Personal Information within a reasonable scope;
 - (e) when we need to process Personal Information that you have disclosed or that has been legally disclosed within a reasonable range in accordance with the law;
 - (f) Other circumstances as stipulated by laws and administrative regulations.

3. Sharing, Transfer and Disclosure of Data

- 3.1 For the purpose of corporate management, HKSTP (SZ) may, to the extent permitted under any applicable laws and regulations, disclose your Personal Information to any of the following third parties:
- (a) affiliates of HKSTP (SZ), e.g., Hong Kong Science and Technology Parks Corporation described in Section 3.2 and Section 5.1;
 - (b) any agent, contractor, or third party service provider who provides human resources management and financial management or other services to HKSTP (SZ);
 - (c) any other person under a duty of confidentiality to HKSTP (SZ) who has undertaken to keep such information confidential;
 - (d) any government and regulatory authorities and other organisations as required or authorised by law;

- (e) our professional advisors, including our accountants, auditors, lawyers and insurers; and
- (f) any other parties whom you have expressly authorised HKSTP (SZ) to make such disclosures as may be reasonably necessary or expedient to procure or fulfil applicant's request(s) for the related services.

We will take a series of reasonable measures to ensure that the above-mentioned third-party service providers process your Personal Information legally, in compliance with appropriate security measures.

- 3.2 In order to achieve the purposes set out in Section 2 above, we will, according to the requirements of laws and regulations to share applicant's Personal Information (including applicant's full name, contact number, e-mail address, education and work information) in the submitted resume and the related application form to our parent company located in Hong Kong, i.e., Hong Kong Science and Technology Parks Corporation ("HKSTP", see its contact information in Section 5.1).
- 3.3 If we are requested by competent courts, government agencies and other authorities, we may disclose applicant's Personal Information as requested. We also disclose applicant's information when we believe it is necessary to do so in order to comply with relevant laws and regulations.
- 3.4 If we sell a business or asset, we may disclose your Personal Information to potential buyers for due diligence purposes and may disclose to the third party who acquires such business or asset.

4. Retention of Data

- 4.1 We will only retain any applicant's Personal Information for the period necessary to achieve the above-mentioned purposes, unless otherwise stipulated by laws and regulations or otherwise authorized by such applicant.
 - If you pass the interview and join us, your application form, resume and all other submitted information will be archived by the HR department.
 - If you do not pass the interview, or you are not shortlisted for the interview, we and our parent company HKSTP will retain your-resume (for a period of not more than 2 years from the first unsuccessful application) to recommend you for other suitable positions in our company and our affiliates.

After the retention period expires, applicant's relevant Personal Information will be permanently deleted from the IT system and/or our mailbox in our company and our parent company.
- 4.2 We will also procure our appointed HR service provider to delete your resume and all other submitted information immediately after its completion of the authorized recruitment and selection tasks.

5. Data Cross-border Transfer

- 5.1 In order to achieve the purposes set out in Section 2 above, we will, according to the requirements of laws and regulations, reserve applicant's Personal Information (including applicant's full name, contact number, e-mail address, education and work information) in the submitted resume and application form to server located in Hong Kong, and permit our parent company, HKSTP, to access and process your Personal Information within the necessary scope for achieving the above-mentioned purposes.

Contact Information of HKSTP:

Location: 5/F, Building 5E, 5 Science Park East Avenue, Hong Kong Science Park, Shatin, HK

E-mail address: dpo@hkstp.org.

- 5.2 When we transfer applicant's Personal Information outside the territory of Mainland China, we will strictly abide by the provisions of Chinese laws and regulations and implement a series of reasonable measures to ensure that the processing activities of the overseas recipients meet the protection standards stipulated by Chinese laws and regulations and we will conduct Personal Information protection impact assessment to reduce any security risks posed to the applicant's Personal Information arising from such processing activities

6. Data Subject Rights

- 6.1 You enjoy the following rights in respect of your Personal Information, unless otherwise provided by laws and regulations :
- (a) the right to know and decide on the processing of your Personal Information, and the right to restrict or refuse us to process your Personal Information;
 - (b) the right to access and copy your Personal Information;
 - (c) the right to request us to correct or supplement your Personal Information if you find it is inaccurate or incomplete;
 - (d) the right to withdraw your consent to any processing activities related to your Personal Information. The withdrawal of such consent shall not affect the validity of any such processing activities carried out prior to such withdrawal;
 - (e) the right to request the transfer of your Personal Information to your designated Personal Information processors for processing;
 - (f) the right to ask us to explain the relevant rules on processing of your Personal Information;
 - (g) the right to request us to delete your Personal Information under certain circumstances.
- 6.2 You may submit a request to exercise your rights or other related enquires to us through the contact details set out in Section 8 of this Statement. To verify your identity and respond to your requests, you may be required to provide additional information (such as a copy of your identity document). We may not be able to provide data that you are not legally entitled to access (such as data involving Personal Information of others).

7. Security of your Data

- 7.1 We strive to protect applicant's Personal Information from unauthorised access, use, disclosure, modification, damage or loss, and other forms of illegal processing by strengthening physical, administrative and technical security safeguards.
- 7.2 In the event of the occurrence of a security incident relating to Personal Information, we will inform our applicants of the following information: the basic facts of the security incident and its possible impact, the measures we have taken or will take to deal with it, and suggestions for our applicant to prevent and reduce risks. We may make appropriate announcements on our website and/or contact the affected applicant(s) in a timely manner by phone, email, etc. under certain circumstances.

- 7.3 If you know or have reason to believe that applicant's Personal Information has been lost, stolen, misappropriated or otherwise hacked, or that there is any actual or suspected misappropriation of applicant's Personal Information, you may contact us in accordance with Section 8 of this Statement.

8. Contact Us

- 8.1 If you have any comments, suggestions or questions about this Statement, or have any requests and inquiries about applicant's Personal Information rights, please contact us in the following ways:

The Data Protection Officer
Hong Kong Science and Technology Parks Corporation
5/F, Building 5E, No.5 Science Park East Avenue
Hong Kong Science Park, Shatin, Hong Kong
Email Address: dpo@hkstp.org

- 8.2 We will use our best endeavours to respond to applicant's request and enquires within 15 working days.

9. Revision and Update

- 9.1 This Statement may be revised from time to time and all processing of Personal Information will be governed by the most recent version of this Statement. You may find any updated Statement on our website.
- 9.2 This Statement is written in Chinese with an English translation. If there is any discrepancy or conflict between the Chinese and its English translation, the Chinese version prevails.