

# **HKMCA Personal Information Collection Statement for Recruitment of Prospective Staff Members and Licensed Individual Insurance Agents (the “Recruitment PICS”)**

Statement relating to the Personal Data (Privacy) Ordinance (“PDPO”)

HKMC Annuity Limited (“**HKMCA**”, “**we**”, “**our**” or “**us**”) would like to inform applicants seeking (a) employment as our staff member or (b) appointment as our licensed individual insurance agent (as defined under the Insurance Ordinance) to carry on regulated activities in long term insurance business (collectively, “**Applicant**”, “**you**” or “**your**”) of the following:

It is our policy to comply with the requirements of the PDPO. This Recruitment PICS informs you of the purposes for which your personal data (“**Data**”) collected by the HKMCA in connection with your application for employment with or appointment by us as specified above (where applicable) (collectively, “**Application**”) will be used following collection, to whom the Data may be transferred or disclosed, how long we will keep the Data, and how to request access and correction of the Data held by us.

It is voluntary for you to provide the Data requested by us. However, failure to provide the Data may result in the HKMCA being unable to process your Application and consequently, may result in your Application being rejected.

## **1. PURPOSES FOR COLLECTING PERSONAL DATA**

The Data collected from you may be used by the HKMCA for the following purposes:

- (i) assessing your suitability as well as fitness and properness (where applicable) in relation to your Application, which may include the following:
  - (1) conducting verification, reference and background checks, including (where appropriate but not limited to) checking on your licensing and disciplinary records and financial status (e.g. any outstanding debts owed by or bankruptcy order against you);
  - (2) clearance and vetting with relevant regulators, enforcement agencies and authorities on matters such as complaints, investigations, disciplinary cases, enforcement actions, legal proceedings, etc.;
  - (3) pre-employment/pre-appointment screening against publicly available or government-issued sanctions lists and media sources;
- (ii) if you are selected, determining the preliminary remuneration and benefits package to be offered to you;
- (iii) statistical or research purposes undertaken by us or any other members of the HKMC Group<sup>1</sup>;
- (iv) meeting disclosure obligations and other requirements imposed by or for the purposes of any laws, rules, regulations, codes of practice or guidelines (applicable in or outside Hong Kong) binding on the HKMCA or any other member of the HKMC Group, including making disclosure to any legal, regulatory, governmental, tax, law enforcement or other authorities (including for compliance with sanctions laws and prevention or detection of money laundering, terrorist financing or other unlawful activities) or to any self-regulatory or industry bodies such as federations or associations of insurers; and
- (v) purposes directly relating to any of the above.

---

<sup>1</sup> **HKMC Group** means The Hong Kong Mortgage Corporation Limited, its subsidiaries (including the HKMCA) and subsidiary undertakings.

## 2. HANDLING / TRANSFER OF PERSONAL DATA

The Data collected will be treated and kept in strict confidence, and will only be made available internally to the persons involved in and/or relevant to the recruitment (including selection and/or appointment) process including designated staff members of the Administration and Human Resources Department, relevant hiring department head or his/her delegate(s) and relevant management staff of the HKMCA. Any staff designated to handle the Data will be instructed to perform his/her tasks in accordance with this Recruitment PICS.

In addition, the HKMCA may, subject to the provisions of any applicable law and/or your consent (where applicable), disclose or transfer the Data to the following parties (whether within or outside Hong Kong) for the purposes set out in paragraph 1 above:

- (i) other members of the HKMC Group;
- (ii) recruitment agencies, referees and third-party service providers providing relevant administrative or support services (such as pre-employment/pre-appointment screening and credit reference checks) to the HKMCA;
- (iii) where applicable, any responding principal <sup>2</sup> or recruiting principal <sup>3</sup> pursuant to the reference checking scheme for insurance intermediaries jointly launched by The Hong Kong Federation of Insurers, The Hong Kong Confederation of Insurance Brokers and Professional Insurance Brokers Association, and endorsed by the Insurance Authority;
- (iv) relevant educational institutions and examination bodies (for the purpose of verifying academic/professional qualifications);
- (v) relevant regulators, enforcement agencies and authorities;
- (vi) other parties necessarily involved in the recruitment and reference checking process; and
- (vii) any other person with your consent [including any previous or potential future employer or appointing principal (authorized insurer, licensed insurance agency, licensed insurance broker company and any other entity as required or recommended by any relevant regulatory body from time to time (as the case may be))].

You must ensure that all information and documents provided to the HKMCA in connection with your Application are **accurate, complete and up-to-date**. Data provided which is inaccurate or incomplete may influence the recruitment process and outcome of the Application.

## 3. RETENTION OF PERSONAL DATA

---

<sup>2</sup> “responding principal” means an authorized insurer carrying on long term business under the Insurance Ordinance (“**IO**”) (“**long term insurer**”), a licensed insurance agency carrying on regulated activities in long term business under the IO, but excludes any licensed insurance agency that is also an authorized institution as defined under the Banking Ordinance (“**long term insurance agency**”) or a licensed insurance broker company carrying on regulated activities in long term business under the IO (“**long term insurance broker company**”), which previously appointed (or currently appoints) the Applicant as a licensed insurance intermediary to carry on regulated activities in long term insurance business and which is expected to provide a reference in relation to the Applicant to the HKMCA under the reference checking scheme as described above.

<sup>3</sup> “recruiting principal” means a long term insurer, long term insurance agency or long term insurance broker company which is considering to appoint the Applicant to carry on regulated activities in long term insurance business and to which the HKMCA is expected to provide a reference in relation to the Applicant under the same reference checking scheme.

If your Application is rejected, your Data will be retained for no longer than two years. Data of successful Applicant(s) will be handled in accordance with the applicable HKMCA and HKMC Group policy/statement.

#### **4. ACCESS AND CORRECTION OF PERSONAL DATA**

Under the PDPO, you have the right to request access to, and/or to request correction of, the Data in relation to your Application. Any enquiry about and request for the correction of or access to your Data should be addressed in writing to, and will be handled by, our Data Protection Officer at the following address:

The Data Protection Officer

Level 65, International Commerce Centre 1 Austin Road West Kowloon, Hong Kong

We reserve the right to charge a reasonable fee for the processing of any such access request.

#### **5. PRIVACY POLICY STATEMENT**

For more information on how the HKMCA and the HKMC Group collect, use and process personal data, please see the Privacy Policy Statement available on the respective corporate websites: [www.hkmca.hk](http://www.hkmca.hk) and [www.hkmc.com.hk](http://www.hkmc.com.hk).

HKMCA reserves the right, at any time effective upon notice to you, to add to, change, update or modify this Recruitment PICS.

#### **6. DECLARATION BY APPLICANT**

I consent to the HKMCA using, handling or transferring any of my Data I have provided *or* will provide to the HKMCA in connection with my Application, for the purposes and in the manner described in this Recruitment PICS.

I also confirm that I have read, understood and agree to the terms of this Recruitment PICS.

Full name of Applicant in English and Chinese [as shown on HKID Card]	(Signature of Applicant)	Date (DD/MM/YYYY)

- END -