

## **Avalade Group**

### **Personal Information Collection Statement pertaining to Employment**

Throughout the course of your employment with Avalade Group, we may collect personal data from you in relation to your employment for various human resource management purposes. These purposes include, but are not limited to: provision of benefits, compensation and payroll; facilitating performance appraisals, promotion and career development activities; making tax returns; and the review of employment decisions.

The personal data that we have collected may be transferred to our associate companies; our insurers and bankers; medical practices providing medical cover for employees; administrators or managers of our provident fund scheme; and other companies engaged in contractual activities on our behalf; for the above mentioned purposes for which the personal data are to be used.

It is our policy to retain certain personal data of employees when they cease to be employed by us. Such data are required for any residual employment-related activities in relation to a former employee including, but not limited to: the provision of job references; processing applications for re-employment, matters relating to retirement benefits and allowing us to fulfill contractual or statutory obligations.

Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and to request correction of, your personal data in relation to your employment. If you wish to exercise these rights, please send your request to the Finance & Administration Department.

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