



Personal Information Collection Statement (PICS)

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KPMG's Executive Search and Recruitment Practice (KPMG Executive Recruitment Limited) is committed to the appropriate protection and use of personal data that has been collected.

Please review this Personal Information Collection Statement (PICS) to learn more about how we collect, use, share and protect the personal data that we have obtained.

By sending your personal data to us, you accept all the terms and conditions in this Personal Information Collection Statement (PICS).

1. Collection of personal data

The recruitment business function within KPMG provides permanent and temporary recruitment services to its corporate clients and KPMG's own internal functions looking to recruit talents for their businesses ("Recruitment Services"). We collect your personal data which you choose to provide us voluntarily through the correspondence between you and us and in your curriculum vitae. Typical types of personal data we collect from job applicants may include but not limited to the individual's name, contact details, education, employment history, references, languages spoken, proof of professional qualifications, memberships and/or accreditations depending on the nature of the role considered for, career interests and expectations as well as any other information contained in the correspondence and your curriculum vitae as set out in the above.

KPMG only collects "sensitive" personal data when you voluntarily provide us with this information or where such information is required or permitted to be collected by laws or professional standards. Sensitive personal data, depending on how it is defined under the applicable laws, may include personal data regarding your identification numbers, work permit status, proof of income, race, ethnicity, political beliefs, trade union membership, religious or similar beliefs, physical or mental health, sexual orientation, criminal records, biometric data, specific identity, health data, financial accounts, and individual whereabouts location tracking. Please use your discretion when providing sensitive information to KPMG, unless we separately notify you requesting for such information and your explicit consent is obtained (insofar as such consent is required by the applicable law) for KPMG to use or process such sensitive personal data.

We may also collect personal data concerning you from other sources, such as (i) social media sites e.g.: LinkedIn, Liepin (to the extent you have allowed your personal data to be accessible via your authorization to such sites); (ii) publicly accessible sources such as media coverage on your profile and/or your own publications; (iii) third-parties such as your family, close contacts or career service providers who have referred you to KPMG; (iv) a client, affiliate or branch office to KPMG which may have obtained your prior consent for your personal data to be shared with KPMG for the purposes stated hereunder. Depending on the context, the availability of your personal data to KPMG in such cases will be subject to the privacy policies of such parties or your mutual agreement with them. In the event you believe we have incorrectly obtained your personal data or without due authorization from you via the above sources, you may contact KPMG at cn-fmdataprivacy@kpmg.com.



All collected personal data is used and/or disclosed strictly for the purposes referred to in the following paragraphs.

2. Purposes of processing of personal data

Personal data is used for the purposes below stated.

- (i) **Recruitment Services:** The personal data we collected from you shall allow us to find you suitable or available opportunities by matching your skills, experience, and education with a corporate client in search of talent, and to enable our recruiters to assess your eligibility through the different stages of recruitment. Throughout the recruitment process, your personal data will be used for numerous administrative purposes such as communicating your profile to our corporate clients in search of talent, arranging you for interviews, evaluating the results of interviews with the corporate clients and preparing you for onboarding process with a potential employer if a job placement is successful.
- (ii) **Business purposes:** Your personal data may be used for maintaining business relationship where you are a user of our website or a job applicant.
- (iii) **Communications:** We do not use your personal data for direct marketing. We could only send you news and industry updates, event or survey invitations, articles, white papers, newsletters, and other information that we feel may be of interest to you because it is relevant to your career if we have your consent to receive such communications from us. You have a right to unsubscribe from such communications by emailing us at executive.recruitment.hk@kpmg.com.
- (iv) **Compliance purposes:** Personal data may be used to enable KPMG to comply with legal and regulatory obligations and professional standards, including relating to anti-money laundering, terrorist financing, fraud, and other forms of financial crime, etc.
- (v) **Administrative information:** Your contact information may be used to notify you about changes to our Recruitment Services or this PICS (if there are major changes), or other related matters which may reasonably need be communicated with you. We may also contact you to ensure that your personal data in our possession is correct and up to date.
- (vi) **De-identified data:** Personal data may be condensed and anonymised in such a way that the resulting product does not personally identify you or any other individual. After this process, such information is no longer considered personal data. Therefore, it may be used for any purpose, such as market research, data analysis, compiling reports, publishing articles or newsletters, or conducting ongoing validation studies.

We may use your personal data for other purposes only where you have given us your explicit consent.

KPMG collects and processes your personal data for above purposes based on different legal grounds under the applicable data privacy laws. Such legal grounds may include but not limited to performance of a contract (i.e., when the processing of your personal data is necessary for us to perform our obligations toward you in rendering the Recruitment Services), legal obligation, legitimate interests, your consent and other legal grounds or legal principles of the applicable data privacy laws, depending on your location and how you interact with KPMG. Please kindly note that where we do not rely on your consent to process your personal data (so long as we are allowed to do so and relying on another legal around under the applicable law), we may not seek to obtain your explicit consent in processing, sharing or transfer of your personal data.



3. Sharing of personal data

Our clients

KPMG will share your personal data with our corporate clients, for job opportunities which we think fit, such that the clients' may evaluate, interview, and consider engaging/employing you. Please note that some of the corporate clients may retain your personal data in their databases for future job opportunities.

Our member firms

KPMG may share your personal data with other member firms of the KPMG network and with KPMG International where such sharing of personal data is (a) required or desirable to meet our legal and regulatory obligations around the world;(b) for such member firms to provide services to us and our corporate clients as necessarily required for us to run our business and to fulfil our obligations toward you in our Recruitment Services (e.g., where you entrust us on a job opportunity with its working location / employer's operation in a jurisdiction where one of aforesaid member firms is located; or where your CV had been initially referred to us by another member firm and we need to necessary evaluate and confirm relevant personal data of such kind with such member firms).

Other service providers

KPMG may also share your personal data with our suppliers and service providers outside KPMG network, to assist us in performing Recruitment Services to our corporate clients. These supplier and service providers may include cloud platform providers for the SaaS service, E-mail services providers, VAT Invoice verification service vendor, etc. KPMG will only transfer personal data to them when they meet our strict standards on the processing of data and security and any such services will be provided pursuant to arrangements with the service provider whereby, they agree to maintain the confidentiality of your personal data and comply with KPMG's policies regarding the processing of such information. KPMG will not transfer your personal data to any third parties for their own direct marketing use.

Legal reasons

KPMG will disclose your personal data if such disclosure is necessary to:

- meet any applicable law, regulation, professional standard, legal process or other legal obligation;
- audit, detect, investigate and help prevent security, fraud or data security incidents or data breach; and/or
- protect the legitimate rights, property or safety of you, KPMG, our corporate clients, employees or other affected parties; and
- as part of a corporate transaction, such as a transfer of assets to or an acquisition by or merger with another company.

Others agreed by You

KPMG may disclose your personal data to any others when it is explicitly agreed by you.

Except as set forth herein, your personal data will not be sold or made available to other parties for any other purposes.

4. Locations and retention of personal data



Your personal data will be routinely stored and processed by KPMG in Hong Kong; subject to above Section 3, we may transfer certain personal data to outside of Hong Kong. We will make such transfer only in connection with and when necessary for the purposes stated in Section 2 of this PICS. Such transfer typically occurs when our corporate client is located outside of Hong Kong and/or such corporate client's designated recruiter/interviewer/reference check agency (in accordance with its own recruiting standards and process) is located outside of Hong Kong.

We make reasonable efforts to retain personal data only for so long (i) as the personal data is necessary for us to provide Recruitment Services and potential services to you and our corporate clients, or (ii) as necessary to comply with legal, regulatory, internal business or policy requirements.

When determining the relevant retention periods, we will take into account factors including:

- a. our contractual obligations and rights in relation to the information involved;
- b. legal obligation(s) under applicable law to retain data for a certain period of time;
- c. statute of limitations under applicable law(s);
- d. if you have made a request to have your information deleted; and
- e. guidelines issued by relevant data protection authorities.

Otherwise, we securely erase your personal data once this is no longer needed.

5. Security and integrity of personal data

KPMG has reasonable security policies and procedures in place to protect your personal data from unauthorized loss, misuse, alteration, or destruction. Despite KPMG's best efforts, however, security cannot be absolutely guaranteed against all threats. To the best of our ability, access to your personal data is limited to those who have a need to know. Those individuals who have access to the personal data are required to maintain the confidentiality of such information.

6. Your Rights

If KPMG processes your personal data, you have the following rights:

- **Access:** You have the right to access to your personal data. This is sometimes called a 'Subject Access Request'. If we agree that we are obliged to provide personal data to you, we will provide it to you free of charge. Before providing personal data to you, we may ask for proof of identity and sufficient information about your interactions with us that we can locate your personal data.
- **Correction:** If the information we hold about you is incorrect, you may ask us to correct any inaccuracies in your personal data.
- **Object to processing:** You have the right to object to us processing your personal data if we are not entitled to use it anymore.
- **Withdrawal of consent:** where we process your personal data on the legal basis of the consent from you, you have the right to withdraw your consent at any time by contacting KPMG via the email below (note: withdrawal of consent does not affect the validity of our consent-based personal data processing prior to the withdrawal).
- **Deletion:** in addition, you may have rights to have your information deleted if we are keeping it too long, have its processing restricted in certain circumstances and/or to obtain copies of information we hold about you in electronic form.



You can make a request or exercise these aforementioned rights by emailing executive.recruitment.hk@kpmg.com or by sending an email to cn-fmdataprivacy@kpmg.com. Before processing your request, to protect your privacy, we may ask for proof of identity and sufficient information about your interactions with us so that we can locate your personal data. We will make all reasonable and practical efforts to comply with your request, so long as it is consistent with applicable law and professional standards.

7. Your warrant

If the personal data you provide contains personal data of other data subjects, you warrant that:

- you have obtained all necessary consent as required in accordance with the relevant applicable law from such data subjects prior to you disclosing of their personal data to us as well as to our third-party service providers.
- such consent from other data subjects covers the same scope as you have granted your consent hereunder with respect to your own personal data.
- you shall indemnify KPMG for all losses, damages, costs and expenses arising from your breach of any terms set out in this PICS.

8. Changes to this Personal Information Collection Statement (PICS)

KPMG may modify this PICS from time to time to reflect our current privacy practices. When we make changes to this PICS, we will indicate the issuance date of the updated PICS. Where applicable, we will notify you by email of any material changes to the PICS. We recommend that you check the terms of this PICS periodically to keep up to date with any changes.

9. How you can contact us

KPMG is committed to protecting your personal data. If you have any questions or comments about how your personal data are being handled or processed, please email executive.recruitment.hk@kpmg.com or send your enquiry to cn-fmdataprivacy@kpmg.com.