



PRIVACY NOTICE FOR JOB APPLICANTS

As a data controller we are committed to ensure the highest level of protection to personal data, therefore we take all preventive measures to provide an appropriate level of safety to your personal data during the course of the recruitment process. This privacy notice pertains to those persons applying to jobs at **Bank of China (Central and Eastern Europe) Limited Vienna Branch, Schottenring 18, A-1010 Vienna** (hereinafter: „BoC”, „us” or „we”), irrespective of the channel where the application has been submitted.

This privacy notice is intended to provide you with simple and transparent information about the details of how your personal data is processed, what type of data we collect about you, the purposes of processing, how long we process and store your data, and what rights you have in connection with the processing of your personal data, and how you can exercise them.

Please read this privacy notice carefully!

1. Who we are and how you may contact us?

If you apply to a job advertised by BoC, or if you independently decide to send your unsolicited application to BoC your personal data will be processed by BoC as your potential future employer in accordance with the applicable data protection laws.

Should you have any questions relating to the contents of this privacy notice, your personal data or the processing of the same, should you wish to exercise your rights relating to the protection of personal data, or should you have a complaint relating to the data processing, please contact our data protection officer by e-mail: dpo@bankofchina.hu (tel. +36-1-4299200) or directly our local contacts in Vienna by e-mail: service.at@bankofchina.com, or via BoC's above postal address or by calling us at 0043-1-53666 800 where you will be connected to the BoC's contact person for data protection.

2. What categories of personal data do we process and for what purposes?

We process your personal data in accordance with the original purpose of the data collection (recruitment process, see below), we do not use them for any further secondary purposes unless you have provided us with your respective consent. For the successful performance of the recruitment process BoC collects, uses, stores, or otherwise processes the following categories of personal data:

- personal data provided by you in your Job Application, in particular:
 - o personal identification data: name, gender, citizenship, date and place of birth, ID number and type, ID photo;
 - o contact data: email address, home address, emergency contact person;
 - o educational background: degree certificate, foreign language and professional qualification certificate;
 - o work experience: starting and ending date of earlier occupation, company name and position, professional achievements, rewards, disciplinary measures, information of family member's occupation (if the family member is working for BoC);
- conclusions drawn from you by the interviewer during personal or phone interviews.

We use your aforesaid personal data for the below purposes:

- evaluate your application for the purpose of selecting the best suitable applicant for the respective vacancy;
- keep contact with you;
- keep records relating to the recruitment process;
- verify the pertinence of the information disclosed by you; and
- in the event of the rejection of your application, retain your data to be able to contact you with job offers in the future.

3. What is the legal basis of the data processing?

The application to jobs and the disclosure of personal data in order to participate in the recruitment process is voluntary. However, failure to provide personal data may hinder or even make impossible the recruitment and hiring processes.

In the unfortunate event of the rejection of your application, BoC may still wish to retain your personal data further, e.g. to contact you with offers regarding future vacancies that might interest you. The processing of your personal data subsequent to your rejected application is based on your respective consent. Not granting or withdrawing your consent will result that BoC will not be able to assess your application any longer.

4. How long do we process personal data?

Your personal data will be processed by BoC for a duration necessary to achieve those purposes set out in Point 2., for a period prescribed by law or until the withdrawal of your consent.

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If your application is accepted and you are hired, the personal data processed during the recruitment process will be added to the Human Resources records of BoC, and thus will be processed for the duration prescribed by laws applicable with respect to the termination of your employment relationship.

If your application is rejected and you do not give your consent to BoC for further processing, BoC will process your personal data for 6 (six) months following the rejection of your application and will be deleted immediately thereafter.

If your application is rejected and you do give your consent to BoC to retain your personal data and contact you with job offers in the future that might interest you, BoC will process your personal data for 24 (twenty four) months following the filling of the job position and will be deleted immediately thereafter.

In addition, at any time during the processing of your personal data based on your consent, BoC will delete your personal data within 8 (eight) days upon your withdrawal of consent.

5. Who may have access to your personal data?

Only the person assessing your application, the hiring department and other persons having proper qualification and authorization from the HR department for the assessment of your application may access your personal data on a „need to know” basis, to the extent necessary to perform their duties and permitted by the applicable law.

BoC takes all necessary steps to protect your personal data and to prevent unauthorized access, alterations, transmission, disclosure, deletion or destruction or accidental destruction and damage, and in order to prevent inaccessibility due changes in used technology.

Accordingly, we inter alia apply different access rights to personal data to ensure access of the personal data only by duly authorized persons, whose obligation to access personal data results from their duties related to fulfill obligations from their scope of work.

6. Who do we share your personal data with?

For certain data processing activities affecting your personal data, BoC uses the services of third parties („Data Processors”), which process your personal data based on a contract with BoC, on behalf of and for a specific purpose defined by BoC, and provide adequate safeguards for the protection of personal data.

Your personal data will be transmitted electronically, or where applicable, on paper basis to the following processors:

Name of the Data Processor	Activity of the Data Processor
Bank of China (Central and Eastern Europe) Limited, Budapest, Hungary (parent bank of our branch)	Evaluation of your application and approval or rejection of employment offer to you.
Bank of China Limited, Hungarian Branch (as sub-processor for Bank of China (Central and Eastern Europe) Limited Budapest)	Evaluation of your application and approval or rejection of employment offer to you.
Bank of China Limited, Beijing, China	Evaluation of your application and approval or rejection of employment offer to you.

7. International data transfers

In certain cases during the recruitment process it will be necessary to transfer your personal data to third countries outside the European Economic Area („EEA”). BoC takes all reasonable and appropriate technical and organizational measures to ensure adequate protection to your personal data transferred abroad.

Concerning the transfer of personal data to China, we apply the Standard Contractual Clauses¹ issued by the European Commission for the transfer of data to non-EEA entities. This contract is provided to you for your information on BOC’s homepage under the following link:

http://www.bankofchina.com/at/en/aboutus/ab5/201805/t20180528_12369194.html

For further information about data sharing by BoC, please contact us via the above addresses.

8. Where do we store your personal data?

We store your personal data at the registered seat of BoC in paper based and in electronic form as well.

¹ <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32010D0087&from=en>
<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32004D0915&from=EN>



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9. What rights you have relating to the data processing?

Corresponding to applicable data protection laws, you – based on particular circumstances – shall have the:

- (i) right to request access to your personal data;
- (ii) right to have your personal data rectified;
- (iii) right to have your personal data erased;
- (iv) right to restrict the processing of your personal data;
- (v) right to data portability;
- (vi) right to object against the processing of personal data;
- (vii) right to withdraw the consent provided to the processing of personal data.

BoC shall notify you about any action taken in connection with your request without delay, but no later than one month from the receipt of your request to exercise the rights set out under this point. Taking into account the complexity of the request and the number of requests, this deadline may be extended by further two months if necessary. We shall notify you on the extension of the deadline by indicating the reasons of the delay, within one month from the receipt of the request. If you have submitted your request electronically, the information will be provided electronically as long as possible, unless otherwise requested.

If BoC for any reasons does not take any actions on your request, we will notify you – without delay, but at the latest within one month from the receipt of the request – of the reasons of taking no actions and where to address your complaint and other remedies that you are entitled to.

The information provided in connection with the rights set out hereof as well as the performance of your request are free of charge. However, please note that a fair amount of administrative fees can be charged for the fulfillment of the requests if they are manifestly unfounded or in particular because of their repetitive character, or we can refuse to act on such request. Requests submitted within three (3) months on the same subject shall be deemed repetitive.

10. Legal remedies

10.1 Right to lodge a complaint with the supervisory authority

If you consider that the processing of your personal data breaches the provisions of the GDPR you have the right to lodge a complaint with the Austrian Data Protection Agency (Österreichische Datenschutzbehörde „DSB“ - address: Barichgasse 40-42, 1030 Wien, phone: +43 1 52 152-0; e-mail: dsb@dsb.gv.at).

10.2 Applicability of this privacy notice

This privacy notice is effective from 25 May 2018. The most up-to-date version of this privacy notice is available on our website at <http://www.bankofchina.com/at/en>. We reserve the right to amend this privacy notice at any time. The amended privacy notice will be published on our website, any amendments shall be valid only after publication.