



TradingHub

Candidate Privacy Notice

UK

August 2020 / Version 1.0



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This document applies to the following TradingHub group entities (“**TradingHub**”) at the addresses listed in TradingHub’s Policy Definitions Schedule:

Hong Kong

TradingHub Group Limited (Hong Kong Branch)

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Date	User	Description of changes
August 2020	Legal	The Hong Kong Candidate Privacy Notice was newly created.



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1. Introduction

TradingHub is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during your recruitment process with us, in accordance with the Personal Data (Privacy) Ordinance (Cap. 486, the Laws of Hong Kong) (“**Data Privacy Law**”).

In respect of your personal information held by TradingHub, TradingHub is a “data user”. This means that we are responsible for deciding how we collect, hold, process, transfer and use personal information about you. You are being sent a copy of this privacy notice because you are applying to work for us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise and how long it will be retained for. We are required under Data Privacy Law to notify you of the information contained in this privacy notice.

TradingHub will comply with Data Privacy Law, which requires that your personal information we hold be:

- collected and used lawfully, fairly and in a transparent way;
- collected only for lawful purposes that are directly related to what we do and which we have clearly explained to you, and not used in any way that is not directly related to those purposes;
- relevant to the purposes we have told you about and limited only to those purposes;
- adequate but not excessive in relation to those purposes;
- accurate and kept up to date;
- kept only as long as necessary for the purposes we have told you about; and
- kept securely.



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2. Personal Information we hold about you

“Personal data” or “personal information” means any information:

- (a) relating directly or indirectly to a living individual;
- (b) from which it is practicable for the identity of the individual to be directly or indirectly ascertained; and
- (c) in a form in which access to or processing of the data is practicable.

It does not include anonymous data (where the identity has been removed).

In connection with your application for work with us, we may collect, store, process, transfer and use the following, but not limited to, categories of personal information about you:

- personal contact details such as name, title, address, telephone number and personal email address as provided in your curriculum vitae and covering letter;
- recruitment information (including copies of right to work documentation and references);
- information you have provided on an application form including employment history, education, qualifications etc.;
- any information you provide us during an interview;
- CCTV footage and other information obtained through electronic means;
- personal information from publically available sources (e.g. from LinkedIn and Google searches); and
- information about criminal convictions and offences.

We typically collect personal information about candidates through the following sources:

- you, the candidate, during the application and recruitment process;
- sometimes from an employment agency from which we collect the following categories of data: a curriculum vitae, agency candidate briefing notes, information you have provided on an application form including name, title, address, telephone number, personal email address, , employment history, qualifications etc.; and
- we may sometimes collect additional information from third parties including:



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- with your consent, former named employers as referees where we collect your employment records;
- credit reference agencies or where we collect your available data on credit;
- other background check agencies for example disclosure and barring service in respect of criminal convictions; and
- publicly available sources such as LinkedIn or Google searches.

3. How we use Personal Information About You

We will only use your personal information in the following circumstances:

- in assessing your skills, qualifications and suitability for the work or role for which you have applied;
- to complete our recruitment and selection process for the work or role for which you have applied (including interviews);
- to co-ordinate with any person whom you have authorised in the context of our recruitment and selection process (including recruitment consultants and referees);
- where we need to comply with a legal obligation;
- in carrying out background and reference checks where applicable;
- for other purposes directly relating to our recruitment and selection process; and
- to consider you for future similar or suitable roles during the period we retain your personal data.

Personal data collected by us may not be used for other purposes unless you have expressly given your consent to the use for those purposes.

The most common situations in which we will process personal information are listed below:

- making a decision about your recruitment or appointment;
- communicating with you about the recruitment process;
- keep records relating to our hiring process;



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- comply with legal or regulatory requirements;
- determining the terms on which you work for us;
- checking you are legally entitled to work in the jurisdiction(s) where you will work;
- business management and planning, including accounting and auditing;
- administering the contract we will enter into with you;
- making decisions about your engagement or employment;
- making decisions about salary and compensation if hired;
- assessing qualifications for a particular job or task;
- education, training and development requirements;
- after making a conditional offer of employment or work, to ascertain your fitness to work; and
- to prevent fraud.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information. We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is directly related to the original purpose.

Please note that we may process your personal information in accordance with this privacy notice and Data Privacy Law.

Having received your CV and covering letter or your application form, and the results from any test which we may ask you to take, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role or work. If we decide to offer you the role or work, we will then take up references and the appropriate criminal record and background checks.

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.



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4. Personal Information about Criminal Convictions

We may only use personal information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with this privacy notice.

Less commonly, we may use personal information relating to criminal convictions where it is necessary in relation to legal claims.

5. Personal Data Sharing

We may have to share your personal data with third parties where required by law or where we have another legitimate interest in doing so, such as determining whether to appoint you to the role you have applied for since it would be beneficial to TradingHub's business to appoint someone to that role. We may share your personal data with the following third parties:

- other entities in the TradingHub group;
- employment screening service providers;
- credit reference agencies; and
- background check agencies.

If we transfer your personal data to third parties listed above, we will ensure that these third parties take appropriate security measures to protect your personal information in line with our policies, use your personal data only for the purposes stated in this privacy notice, and process your personal data for specified purposes and in accordance this privacy notice.

We may transfer your personal information outside Hong Kong, in locations that may not have in place Data Privacy Laws which are substantially similar to Hong Kong, and this may mean your Personal Data may not be protected to the same or similar level as that in Hong Kong.

6. Personal Data Security

We have put in place appropriate security measures to prevent your personal information from unauthorised or accidental access, processing, erasure, loss, use, access, alteration or disclosure. Details of these measures are available upon request. In addition, we limit access to your personal information to those employees, agents,



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contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

7. Personal Data Retention

We will only retain your personal information for as long as necessary to fulfil the purposes for which we collected it. If your application to work for us is rejected, your personal information will be retained by us for no longer than two years, unless we have a subsisting reason obliging us to retain the personal information for a longer period, or if you give your explicit consent to us to retain the personal information for a longer period. “Subsisting reasons”, include the purposes of satisfying any legal, accounting, or reporting requirements, and to defend any potential legal claims. Details of retention periods for different aspects of your personal information are available in our records retention policy, a copy of which is available from Human Resources upon request. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements. After such period, we will securely destroy your personal information in accordance with our data retention guidelines.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in the future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

8. Rights of Access and Correction

Under certain circumstances, by law you have the right to:

- to be informed whether we hold any of your personal information;
- request access to your personal information (commonly known as a “data access request”), which enables you to receive a copy of the personal information we hold about you; and
- request correction of the personal information that we hold about you, which enables you to have any incomplete or inaccurate information we hold about you corrected.



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If you want to review, verify or correct your personal information, please contact the Data Protection Officer (“DPO”) in writing (contact details below). You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances or in other circumstances permitted under Data Privacy Law.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the personal information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Please note that your rights as described in this section are not absolute and may under certain circumstances be refused. If we are unable to or refuse to comply with your request to access or correct your personal data, we will inform you why we are unable or refuse to comply with your request.

9. Right to Withdraw Consent

When you applied for this role, you provided consent to us to process your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact the DPO. Once we have received notification that you have withdrawn your consent, we will no longer process your personal information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

10. Contact

We have appointed a DPO to oversee compliance with this privacy notice. The DPO can be contacted if you have any questions about this privacy notice or how we handle your personal information. The DPO can be contacted at privacy@tradinghub.com. Please see www.tradinghub.com/privacy for further details.

Alternatively, you can contact TradingHub by email at privacy@tradinghub.com and/or by mail to its registered office address at: 21st Floor, Broadgate Tower, 20 Primrose Street, London, England, EC2A 2EW.

11. Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time. You may request our privacy notice at any time. We will obtain your consent to the amended privacy notice if required before we further process, transfer or use your personal information after any update.