



Valid for:	Habib Bank Zurich (Hong Kong) Limited
Issuer:	COUNTRY DATA PRIVACY OFFICER
Entry into force:	1 January 2024

Personal Information Collection Statement

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This Personal Information Collection statement (PICS) only applies to and is only addressed to any client who is a natural person.

The following information is intended to provide by a natural person with an overview of how personal data is processed by Habib Bank Zurich (Hong Kong) Limited ('HBZ') according to the Personal Data (Privacy) Ordinance (the "PDPO") The details of what data will be processed or be held and which method will be used depend significantly on the services applied for or agreed upon, and the relevant requirements, all the applicable laws and regulations. HBZ therefore ask a person, client or prospects to familiarize themselves with this statement.

1 Who is responsible for data protection and whom to contact?

The Data Protection Officer can be reached at: 1701-05, Wing On House, 17/F, Des Voeux Road, Central, Hong Kong.

2 What data is used by HBZ?

HBZ processes data that it receives from its clients and that it generates as part of the business relationship with its clients. In order to facilitate, enable and / or maintain banking relationship, HBZ collects, uses or processes personal data relating to clients and any other person(s) involved in the banking relationship, as the case may be, such as authorized representative(s), person(s) holding a power of attorney and beneficial owners, if different from the client (collectively referred to as 'Authorized Person(s)').

Personal data is the personal information of a person (client or prospect) or an Authorized Person, identification data and authentication data which exists in a form in which access or processing is practicable. Furthermore, this can also be order data, data from the fulfilment of our contractual obligations, information about a client's or Authorized Person's financial situation, marketing data, sales data and / or documentation data which exists in a form in which access or processing is practicable.

In addition to data that HBZ receives directly from its clients, it also obtains and processes data on its clients that is available in the public domain as necessary or required, or under limited circumstances and client consent, from other entities within the HBZ's Group of companies (the 'HBZ Group').

In summary, personal data held / processed by HBZ may include the following if they can be used to identify a particular person:

- personal details (e.g. name, address and other contact data, date and place of birth, gender, marital status, education level as well as nationality)
- identification data (e.g. identification documentation data / personal identification data)
- authentication data (e.g. specimen signature / instruction)
- order data (e.g. payment orders)
- data arising from the fulfilment of obligations (e.g. data required for payment transactions)
- information regarding a client's financial situation (e.g. credit reports, scoring / rating data, origin of assets)
- data available from the public domain (e.g. internet, social media, debtor directories, land register, trade association registers, media, etc.)
- other comparable data in line with the criteria outlined above.

3 How is the personal data used

HBZ may use personal data for the following purposes:

- assess and process client applications or requests for accounts, services, products or activities;
- provide, maintain and manage the accounts, services, products and activities offered by HBZ from time to time;
- establish and verify identity as required or appropriate from time to time;
- assess whether it is appropriate to provide or continue to provide accounts, services, products and activities to its client;
- where credit facility is provided / the relationship is being under review or assess, (i) conduct credit checks whenever appropriate (whether at the time of application for credit or for regular or special review from time to time), (ii) ensure ongoing credit worthiness; (iii) create and maintain credit scoring model, and (iv) create and maintain credit history and records of customers and the other individuals;
- determine amounts owed to or by its client, and enforce HBZ rights and powers in connection with the accounts, services, products or activities HBZ provides to its client, including recovering any amount payable to HBZ;
- handle enquiries and complaints;
- conduct research, survey and analysis for providing, designing or enhancing accounts, services, products or activities;
- create, implement and operate our risk control measures and models;
- marketing and promotion (please see further details in paragraph 7 below);
- assist other banks or financial institutions, including other credit providers in Hong Kong approved for participation in the Multiple Credit Reference Agencies Model, to conduct credit checks, if requested by you, or if required or permitted by regulatory requirements or industry practices;
- comply with the obligations, requirements or arrangements for disclosing and using personal data which HBZ is obliged or expected to comply due to:
 - any law in or outside Hong Kong, whether existing currently or in the future, including the laws relating to the detection, investigation and prevention of money laundering, terrorist financing, bribery, corruption, tax evasion, fraud, evasion of economic or trade sanctions or other unlawful activities, and/or acts or attempts to circumvent or violate these laws (Crime-countering Matters) (e.g. the Hong Kong Inland Revenue Ordinance requiring automatic exchange of financial account information amongst tax authorities in Hong Kong and overseas);
 - any guideline, direction, demand or request issued by any local or foreign legal, regulatory, governmental, tax, law enforcement or other authorities, self-regulatory or industry bodies of financial institutions, or stock exchanges (Authorities and Organisations), whether existing currently or in the future, including those relating to any law or Crime-countering Matters (e.g. guideline issued by the Hong Kong Inland Revenue Department on automatic exchange of financial account information);
 - any present or future contractual or other commitment with any of the Authorities and Organisations that is undertaken by or imposed on us due to our financial, commercial, business or other interests or activities in or relating to the jurisdiction where the relevant Authority or Organisation is located;
 - comply with any obligations, requirements, policies, procedures, measures or arrangements for using, disclosing or sharing personal data in accordance with our programme relating to any law or Crime-countering matters;

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- enable any actual or proposed assignee or transferee of our business or rights or obligations to evaluate the assignment or transfer;
- compare or match personal data, whether or not for the purpose of taking adverse action against you; and
- purposes incidental or relating to the purposes set out above.

HBZ may be unable to provide or continue to provide accounts, services, products or activities to its client if the required personal data does not be obtained.

3.1 For the safeguarding of interests of HBZ or third parties

Where required, HBZ processes or discloses client's personal data in association with or as derivative to the actual fulfilment of the contract for the purposes of the legitimate interests pursued by HBZ or a proper third party. For example:

- Consulting with credit rating agencies to investigate creditworthiness and credit risks.
- Obtaining personal data from publicly available sources for client profiling purposes.
- Measures for business management and further development of services and products.
- Risk control at HBZ and the banking Group over HBZ, Habib Bank AG Zurich.
- Asserting legal claims or legal defenses in legal disputes.
- Facilitating banking services (i.e. remittance, trade banking services, etc.) for the need of clients inevitably through the collaboration or cooperation of other legitimate financial institutions.
- Guarantee of HBZ Group's IT security and IT operations for the benefit of clients.
- Prevention and investigation of crimes (i.e. money laundering, financing of terrorist, fraud, bribery, corruption, etc.)
- Video surveillance and measures to protect the rights of an owner of premises to keep out trespassers and to provide security (e.g. access controls).

Fulfilling any reporting obligations to any empowered government authorities/institutions, authorities, regulators and law enforcement agencies.

3.2 On the basis of client's / data subject's consent

As long as clients have granted HBZ a consent to process their personal data for certain purposes (e.g. analysis of trading activities or service enhancement or business promotion of HBZ), this processing/disclosure is legal on the basis of the consent. Consent can be withdrawn at any time. Client's consent is not necessary for HBZ to obtain if the personal data is used/processed/disclosed for the purpose of fulfilling legal or regulatory obligations/requirements or upholding public interest or justice.

Withdrawal of consent does not affect the legality of data processing/use/disclosure prior to withdrawal.

3.3 On the basis of statutory requirements or in the public interest

HBZ is subject to various legal obligations not limited to, meaning statutory requirements, and regulations applicable to financial institutions. The processing of data is also used, among others, for the verification of creditworthiness as well as identity and age, the prevention of fraud and money laundering, the fulfilment of tax-related monitoring and reporting obligations as well as the assessment and management of risks of HBZ and the HBZ Group.

4 Who can access the data?

4.1 HBZ Group

HBZ may share client's personal data within the HBZ Group where required to fulfil our contractual and legal obligations. HBZ may transfer the client's personal data to other members of the HBZ Group for risk control purposes in connection with statutory / regulatory obligations. HBZ may also share information with other members of the HBZ Group in connection with services that the bank believes may be of interest to a client.

4.2 External recipients of data

HBZ may transfer a client's personal data in the course of conducting banking business or if legal, regulatory or market practice requirements demand it to the following external recipients, or for the following purposes:

- to public entities and institutions (e.g. financial authorities, HKMA, government agencies or law enforcement authorities in Hong Kong or other jurisdictions of governing power on HBZ (i.e. the jurisdiction(s) where HBZ's banking Group is regulated.)
- to other credit and financial services institutions or similar institutions to which HBZ transfers client's personal data within the context of its business relationship with clients (e.g. correspondent banks, custodian banks, brokers, stock exchanges, information agencies)
- to third parties (for example correspondent banks, brokers, exchanges, trade repositories, processing units and third party custodians issuers, authorities and their representatives) for the purpose of ensuring that HBZ can meet the requirements of applicable law, contractual provisions, market practices and compliance standards in connection with client's transactions enter into and the services delivered to client,, or
- to a natural or legal person, public authority, agency or body for which the consent has been provided to HBZ to transfer personal data to or for which the consent has released HBZ from banking confidentiality.

4.3 Service providers and agents

HBZ may transfer client's personal data to its service providers and agents appointed by HBZ for any purposes given in Section 3, Section 4.1 or Section 4.2 above, subject to maintaining banking confidentiality. These are companies in the categories including but not limited to banking services, IT services, logistics, printing services, telecommunications, collection, advisory and consulting and sales and marketing or promotions.

HBZ will implement appropriate organizational and technical safeguards to protect the personal data for which it acts as data controller at all times.

5 Does HBZ transfer data across borders?

Data transfer to legal entities or legal enforcements in/outside of Hong Kong takes place so long as:

- it is necessary to administer the working relationship with clients or provide sound banking services to clients as long as it is within the HBZ's banking group;
- if the bank has a legitimate interest in doing so;
- it is required by laws or regulations applicable to HBZ or HBZ's bank Group, or
- if clients have given their consent.

6 How long will the data be stored?

HBZ will process and store personal information / data as long as it is necessary in order to fulfil contractual, regulatory and statutory obligations. It should be noted here that banking relationship is a long-term obligation, which is set up on the basis of periods of years.

HBZ will assess and respond to requests to delete data. HBZ will delete data provided that the data is no longer required in order to fulfil contractual, regulatory or statutory obligations, or the fulfilment of any obligations to preserve records according to any other applicable laws or regulations.

The retention period of personal data is a minimum 5 years after the formal termination of the relationship with client to comply with regulatory and contractual requirements unless there is a particular reason to hold records for longer, including legal hold requirements, which requires HBZ to keep records for an undefined period of time.

7 What are basic rights of client / Data subject?

The rights include the following:

- **Right of access:** requesting personal data / information that HBZ holds on record.
- **Right to be notified of the purpose and the classes of persons to whom the data may be transferred**
- **Right to rectification:** demanding that the information be rectified should it be incorrect.
 - **Right to restrict processing:** demanding that the processing of personal data be restricted if disputing the accuracy of data stored by HBZ and it has not yet completed its assessment

8 What kind of data would be asked to supply?

In the context of banking relationship with HBZ, the client must provide all personal data that:

- is required for accepting and carrying out a business relationship and fulfilling the accompanying contractual obligations or regulatory obligations, and
- HBZ is legally required to collect.

Without this data, HBZ will most likely be unable to enter into a contractual relationship with client.

Under the regulations on combatting money laundering and the financing of terrorism, HBZ is obligated to verify client's identity on the basis of identification documents and other useful documents and, in this context, to collect and store the data including but not limited to address, nationality, name, date and place of birth, and identification data prior to the commencement of a business relationship etc. In order for HBZ to comply with these regulations, client is required to supply it with all the necessary information. If such kinds of information change during the course of the business relationship, client is obliged to notify HBZ without delay. If HBZ does not receive the necessary information / data, it will not be able to commence or continue a business relationship with its client or prospects.

9 Is the decision-making automated?

No. HBZ does not use automated decision-making.

10 Will cookies be collected?

Yes. HBZ does collect cookies.

10.1 What are cookies?

Cookies are information packages sent by a web server (in this case this website) to a user's internet browser, saved on a user's computer and checked by the server on each subsequent visit to the site. To gain full benefit from this website, HBZ recommends that the user should configure its browsers to accept cookies.

10.2 Why do we use them?

Cookies are used to facilitate navigation within the website and correct use. They also serve a statistical purpose, making it possible to establish which areas of the site have been visited, and to improve and update user procedures.

10.3 Type of cookies used

For further information about the types of cookies used please refer to our "Cookies Notice" on HBZ's website.

10.4 How should a user manage a settings with respect to cookies?

To optimize using of our website, HBZ recommends that a user accept the cookies. Most internet browsers are initially set to accept cookies. A user can at any time set their browser to accept all cookies, just some cookies or no cookies. In the latter case, a user would disable use of part of the sites. Additionally, a user can set your preferences in the browser so that a user will be notified whenever a cookie is saved on their device. Please note that if a user disables the cookies, a user may not have optimum use of the site.

11 Will your data be automatically processed?

The bank merely process some of personal data automatically to limited extent, with the goal of assessing certain personal aspects (profiling) or meeting regulatory requirements. For example, we may use profiling in the following ways:

- In order to combat money laundering, the financing of terrorism, and criminal acts, HBZ also conducts data assessment. The aim of these measures is to protect HBZ and client's legitimate interests.
- HBZ may choose to sometimes use auxiliary assessment tools to provide clients with relevant and appropriate information on its products and services. These allow communications and services to be tailored, as needed.
- HBZ may choose to use sometimes auxiliary assessment tools in order to be able to specifically notify the client and advise client in response to banking needs. These allow communications and services to be tailored as expected.

12 Will biometric data be used?

No. HBZ does not collect biometric data or medical records from clients.

13 When will this PICS be updated?

This PICS can be adapted or updated at any time in accordance with the corresponding regulations. The latest version is available at <http://hbzhongkong.com/home/pics.html> from time to time.

14 Does HBZ ensure data security?

Yes, HBZ takes practicable steps required by the laws to safeguard personal data from unauthorized or accidental access, processing, erasure, loss or use.

15 Who should be contacted in HBZ in relation to Personal data protection?

Any enquires or questions about the treatment/processing of personal data, the Data Protection Officer can be reached at: 1701-05, Wing On House, 17/F, Des Voeux Road, Central, Hong Kong

Or contact branch officer who will be happy providing an assistance.

16 Any charges or service fees?

In accordance with the terms of the Ordinance, HBZ has the rights to charge a reasonable fee for the processing of any access request.