

Personal Information Collection Statement

This Personal Information Collection Statement (“**PICS**”) applies to all job applicants of DFI Retail Group companies in Hong Kong, including The Dairy Farm Company, Limited 牛奶有限公司, DFI Development (HK) Limited, DFI Retail Group Management Services Limited, DFI Digital (HK) Limited, Wellcome Company Limited, DFI Brands Limited, and DFI Retail Group Treasury Limited (each company referred to individually as the “**Company**” and collectively as “**DFI Retail Group**”). “We”, “us” and “our” shall refer to the relevant Company or DFI Retail Group, as applicable. This PICS should be read in conjunction with the DFI Retail Group privacy policy (“**Privacy Policy**”), where it is applicable.

We recognize the importance of your privacy and the need to maintain the confidentiality of your Personal Data. This PICS explains how we may collect, use, transfer and disclose your Personal Data (including Personal Data provided to us before the effective date of this PICS). “Personal Data” has the meaning given to it in the Personal Data (Privacy) Ordinance (Cap.486) of Hong Kong (the “**Personal Data Law**”). We comply with the requirements of the Personal Data Law.

1. COLLECTION OF PERSONAL DATA

- 1.1 your privacy is important to us, and we have taken steps to ensure that we do not collect more information from you than is necessary.
- 1.2 In order to assess and administer your job application, we need to collect certain Personal Data from you. Such Personal Data includes, but is not limited to: salutation, full name, nationality, identity card or passport number, place of birth, date of birth, address, telephone number, email address, details of your previous and/or current employment (including name of employer, job title, previous and/or current salary and salary expectations), education and qualifications, work history (including job title and length of service), details of any criminal convictions, details of any bankruptcy declaration, language

skills and proficiency, results of pre-employment checks and referee details.

1.3 If your application is successful, we may ask you to provide additional Personal Data. The additional Personal Data includes, but is not limited to: an emergency contact name and telephone number, the name of your bank, the name of the bank account holder, bank account number, existing provident fund, social security fund and/or retirement schemes or pension details, medical history, and details of family members eligible for medical coverage provided by us.

1.4 You agree and confirm that all information provided by you is accurate, complete, up-to-date and true.

1.5 Please note that it is mandatory for you to provide certain categories of Personal Data. In the event that you fail to provide any Personal Data indicated as “mandatory”, we may not be able to assess and administer your job application.

2. PURPOSE FOR PERSONAL DATA COLLECTION

2.1 We collect your Personal Data for the following purposes:

- sending you job opportunities and related information;
- communicating with you regarding your application;
- assessing and administering your application for employment;
- conducting pre-employment checks and background screening;
- maintaining records and/or considering you for future opportunities.

3. SHARING AND TRANSFERRING YOUR PERSONAL DATA

3.1 You agree that we may share your Personal Data (whether in Hong Kong or in any other places/countries) to our direct or indirect holding companies, including but without limitation to DFI Retail Group Holdings Limited and Jardine Strategic Holdings Limited (collectively, the “**Group**”) and/or any of the Group’s subsidiaries, associated

companies and/or branches (each as the “**Group Company**” and collectively as the “**Group Companies**”) in connection with the purposes specified in Section 2.1 above.

3.2 You further agree that we may share your Personal Data (whether in Hong Kong or in any other places/countries) to third party services providers engaged by the Company or the Group for the provision of human resources-related services (the “**Third Party Service Providers**”). These Third Party Service Providers are subject to confidentiality obligations and are only permitted to use your Personal Data for the purposes specified in Section 2.1 above, and not for their own purposes.

3.3 Where necessary, we may also share your Personal Data (whether in Hong Kong or in any other places/countries) to the Company’s and/or the Group’s professional advisors and consultants, law enforcement agencies, credit and reference agencies and government authorities for the purposes specified in Section 2.1 above.

3.4 You agree that we may transfer, process and store your Personal Data in any country or place where one or more of the Group Companies or any Third Party Service Providers are located for the purposes specified in Section 2.1 above.

4. SAFETY OF PERSONAL DATA

4.1 We make all reasonable efforts to ensure that any Personal Data held by us is stored in a secure and safe manner and is accessible only by our authorized team members or authorized Third Party Service Providers.

4.2 We will retain your Personal Data only for as long as is necessary to fulfil the purposes stated in this PICS, or for a retention period permitted or required by the Personal Data Law.

5. RIGHT TO ACCESS/CORRECTING YOUR PERSONAL DATA

5.1 You have the right to request access to, and correction of, your Personal Data held by us. All requests should be directed to the Personal Data Privacy Officer using the following contact details:

Personal Data Privacy Officer
Human Resources Department
5/F FWD Tower,
Taikoo Place,
979 King's Road,
Quarry Bay,
Hong Kong

Business Unit:	Email Address:
Mannings	PD_Enquiry_MN@dfiretailgroup.com
Wellcome	PD_Enquiry_WL@dfiretailgroup.com
7-Eleven	PD_Enquiry_SE@dfiretailgroup.com
IKEA	PD_Enquiry@ikea.com.hk
Store Support Centres	PD_Enquiry_SSC@dfiretailgroup.com
Distribution Centres	PD_Enquiry_ATL@dfiretailgroup.com

Please indicate your understanding and agreement of the above by signing below.

I have read, understood and agreed to this PICS

Signature : _____

Name : _____

Identity Card No. :

Passport No. :

Date :