



Human Resources Privacy Policy Statement

ExodusPoint is committed to protecting the confidentiality and security of your personal data by complying with the requirements of the Personal Data (Privacy) Ordinance. We explain here what we will, and will not do, with your personal data. Where applicable, please read this together with our Personal Information Collection Statement (PICS).

Why we collect personal data and how we use it

We collect, store, use and process your personal data for all aspects of hiring, managing, incentivizing, training and developing our employees. This may include using your personal data, for example: (a) to assess applicants for positions in our organization; (b) to determine remuneration and other benefits; (c) to conduct interviews and other tests and assessments; (d) to conduct background checks; (e) to manage our payroll; (f) to appraise, train and promote our employees; (g) to prepare tax returns; and (h) to use for any other purpose that you have agreed.

The personal data we collect and how we collect it

We collect and/or request personal data from you when you submit personal data to us in one of various ways and through our interactions with you. The type of personal data we collect from you will depend on where in the hiring process you are and whether you become an employee and may include but is not limited to the following types of personal data:

- Personal details including name, title, address, contact information, date of birth, gender, HKID number, relationship status, nationality and permanent residence
- Similar details of your immediate family
- Information about your academic history, professional qualifications and work experience
- Information about your current and prior remuneration
- Bank account details
- Information from the results of your tests and assessments
- Information from your referees.

Some of the information we require is mandatory otherwise we will not be able to process and review your application, make any employment decisions or to provide you compensation or benefits.

No direct marketing

We will not provide your personal data to third parties for direct marketing or other unrelated purposes.

Retention of personal data

We will take all practicable steps to ensure that we do not keep your personal data for longer than is necessary for the purpose that we collected it. We may however be required to keep your personal data for a longer period for legal and compliance reasons.



Sharing your personal data

We would not ordinarily disclose or transfer personal data to a third party without your prior consent. Spouses, children, relatives, and other service providers have no automatic right of access to your personal data. There are occasions when we may disclose your personal data to external people or agencies, such as: (a) our affiliated companies; (b) our agents, contractors or third party service providers who help us on human resources matters; (c) our insurers and bankers; (d) our Mandatory Provident Fund Scheme administrators; and (e) medical practitioners providing treatment to our employees and their families. We may also transfer or disclose your data to relevant government authorities (including tax, securities regulatory and enforcement authorities), courts and tribunals as necessary or desirable or to comply with law, regulation or codes of practice.

Security of personal data

We store personal data in authorized locations and we restrict access to those persons who "need to know" and who have been trained to handle personal data properly. We have strict personal data security policies.

Access to and correction of personal data

You have the right to ascertain what personal data of yours that we hold (with certain exceptions, such as information relevant for an evaluative process e.g. an employment or promotion decision, that has not concluded). You can request access to your personal data (via the prescribed data access request form) and the correction or destruction of your personal data held by us. If you have any such request, please contact info@exoduspoint.com marking the request with the subject heading "Data Access Request". In some cases, we may charge you a small fee for complying with a data access request. We may amend this Privacy Policy Statement (Human Resources) at any time and from time to time in order to inform you of any changes to the way we collect, store, handle and process personal data.