



LGT Bank (Singapore) Ltd.
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Co. Reg. No. 200200473E

Data privacy notice for natural persons in accordance with the Personal Data Protection Act 2012 of Singapore

Valid from: 01 2023

This data privacy notice is intended to provide you with an overview of the collection, use and/or disclosure of the personal data held at LGT and the resulting rights under the provisions of the Personal Data Protection Act 2012 of Singapore (PDPA). Your data is collected, used and/or disclosed in order to enter into an employment relationship with you.

Within the context of your application, we are reliant upon collecting, using and/or disclosing personal data which are required for entering into an employment relationship. Without these data, we are generally not in a position to enter into an employment relationship.

Should you have any questions about particular data processing or want to exercise your rights, please contact our data protection officer:

LGT Bank (Singapore) Ltd.
Data Protection Officer
3 Temasek Avenue
#30-01 Centennial Tower
Singapore 039190
Phone: +65 6415 3800
[E-mail: lgt.sg@lgt.com](mailto:lgt.sg@lgt.com)

1 From which sources do the data originate (source) and which data are processed (categories of data)?

We process personal data we receive from applicants during the recruitment process for the purpose of managing the application process and drawing up an employment contract. In addition to the data you provided in your application (whether directly or through a third party recruiter), we also process the data you provide to us during interviews. Depending on the role for which you have applied, we may use a testing method from a service provider to establish candidates' profiles and suitability in greater detail. If we do this, the results will be discussed openly with you. A discussion to raise awareness may also be organised with a body defined by LGT if any further security checks are required, which again depends on the role.

Where you have not applied for a specific role and/or where you have consented to us retaining your application documents and to contact you should another position that is potentially suitable for you become available, we also check regularly to determine whether your profile may match other vacancies within the LGT Group. If a suitable position is available, your application data will be forwarded by LGTS' HR department to the relevant LGT Group.

If you apply for several positions at LGT Group companies at the same time, the relevant HR departments will be made aware that you have submitted multiple applications. This has no impact on the ongoing application process.

We process your personal data to assess your interests, skills and qualifications. We always do this in relation to the position for which you have applied. We also take measures to check them (e.g. checking your work references, undertaking credit checks as well as litigation and other searches), bringing information from third parties (e.g. references) into the application process in consultation with you.

In this notice, "personal data" includes (but is not limited to):

- Personal details (e.g. name, date of birth, nationality)
- Address and contact details (e.g. physical address, telephone number, e-mail address)
- Image data (job application photo)
- Data from public sources and registers (e.g. credit bureau checks, litigation searches)
- Details of the applicant and family (e.g. age, gender, professional career, marital status, hobbies, name of partner and children, partner's occupation)
- Information on professional and personal background (e.g. professional qualifications, professional experience, testimonials)
- Information on position and activities (e.g. starting date, role, salary, working hours, presence and absence)
- Information on memberships and outside mandates (e.g. lecturing)
- Information on health (e.g. physical disabilities)

2 For what purposes and on what legal basis are your data processed?

We process personal data in accordance with the provisions of the PDPA for the purposes of considering and assessing the possibility of establishing an employment relationship with you, including:

- for assessing the suitability of applicants for positions within LGT;
- the use of applications for internal and external communications with you (via audio, video, screen sharing, chat features);
- to comply with a legal obligation or other statutory requirements (e.g. with regard to archiving obligations (e.g. application documents) and security requirements (e.g. applicant security checks));
- any other purposes that you explicitly have given us consent to process personal data for. Data processing with consent includes creating an applicant profile and obtaining references. You have the right to withdraw your consent at any time.

We reserve the right to further process personal data that have been collected for one of the above purposes for the other purposes too if this is consistent with the original purpose or permitted or provided for by law (e.g. reporting obligations).

3 Who obtains access to personal data and how long are they stored for?

The internal and external bodies which require the data within the context of the application process and for complying with statutory obligations receive access to your personal data. These recipients may also receive access to personal data that we process for the purposes of legitimate interests. Relevant recipients within LGT may include bodies in charge of HR administration and HR management (e.g. line managers). Line responsibility can also extend across several LGT units.

Insofar as data are transferred to countries outside Singapore, such a data transfer will be carried out using suitable measures (e.g. recognized EU standard data protection clauses) so that compliance with data privacy provisions can be guaranteed. Further information in this regard can be requested from the data protection officer. If the situation does not permit the use of suitable guarantees, data will only be transferred insofar as this is required for the implementation of pre-contractual measures, that you have given us your explicit consent, that it is necessary for important reasons of public interest (e.g. for criminal law matters) or that it is required by law (e.g. reporting obligations under tax law). We will inform you of the details separately if required by law.

Your personal data is processed during the application process. After the application process has ended, we will store your personal data for a further two years (or such longer period as you have otherwise consented to) to defend against, justify or assert any legal claims. If you are hired, we will process and store your personal data for the duration of your employment relationship in accordance with our document retention and personal data protection policy for employees.

4 What data protection rights do you have?

You have the following data protection rights with regard to your personal data (sections 21 and 22 of the PDPA):

5.1 Right of access: You may obtain from us information as to whether and to what extent personal data under our control concerning you is being used or disclosed within a year before the date of your request.

5.2 Right of correction: You may request that we correct an error or omission in your personal data that is in our possession or under our control.

5.3 Right of revocation of consent: You have the right to revoke your consent for the processing of your personal data for one or more specific purposes at any time if processing is based on your explicit consent. The revocation of consent will only have future effect and does not affect the legality of data processed before the revocation. The revocation does not have any effect on data processing based on other legal bases either.

5.4 Right to lodge a complaint: You have the right to lodge a complaint with the competent supervisory authority.

LGT reserves the right to amend or update this data privacy notice and to publish it on the LGT website (see the update date at the top of the data privacy notice).