

**MAYER • BROWN
JSM**

Mayer Brown JSM (THE “FIRM”)

NOTICE TO APPLICANTS

RELATING TO THE PERSONAL DATA (PRIVACY) ORDINANCE

(THE “ORDINANCE”)

1. Applicants for employment with the Firm are required to supply the Firm with data about themselves in connection with their application.
2. Failure of an applicant to supply such data will result in the Firm being unable to process his/her employment application.
3. If an application for employment is successful, data about employees may also be collected from employees during the period of their employment with the Firm.
4. Data relating to employees and potential employees may be used for the following purposes:
 - i. processing employment applications;
 - ii. reviewing remuneration and other benefits;
 - iii. consideration for training, internal posting, secondment and/or transfer;
 - iv. consideration of eligibility for staff loans; and
 - v. providing employee references.
5. Data held by the Firm relating to employment applicants and employees will be kept confidential but the Firm may provide and transfer such data to:
 - i. any other branch of the Firm whether local or overseas (e.g. China, Thailand and Vietnam);
 - ii. persons seeking employee references;
 - iii. any agent, contractor or other person who provides administrative, telecommunications, computer and other services to the Firm in connection with the operation of the Firm’s business; and
 - iv. any other person under a duty of confidentiality to the Firm who has undertaken to keep such data confidential.
6. Under and in accordance with the terms of the Ordinance any individual:
 - i. has the right to check whether the Firm holds data relating to him/her and the right of access to such data;
 - ii. has the right to require the Firm to correct any data relating to him/her which is inaccurate;
 - iii. has the right to ascertain the Firm’s policies and practices in relation to data and to be informed of the kind of personal data held by the Firm.
7. In accordance with the terms of the Ordinance, the Firm has the right to charge a reasonable fee for the processing of any data access request.
8. Requests for access to data or correction of data or for information regarding policies and practices and kinds of data held shall be addressed to:

Human Resources Department
Mayer Brown JSM
18/F Prince’s Building
10 Chater Road
Central
Hong Kong