



CHINA MAINLAND PERSONAL INFORMATION PROTECTION STATEMENT

CITIBANK (CHINA) CO. LTD.

CITIGROUP GLOBAL MARKETS CHINA LIMITED

CITIGROUP SERVICES AND TECHNOLOGY (CHINA) LIMITED

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VERSION: 1.1



If you are applying for a role located in the China mainland, this Statement sets out further information that is related to how Citi collects, stores, uses, processes, transmits, provides, discloses, and deletes (“Processing”) personal information about you in connection with the recruitment processes in accordance with applicable Chinese data and personal information protection laws.

You shall register and apply for a job only if you have fully understood this Statement and confirm your acceptance of its contents.

For the purposes of this Statement, references to “we”, “Citi”, “us” or “our” are references to entities within Citigroup now and in the future.

Contact Us:

Campus Recruitment: Asia.graduate.recruitment@citi.com

Lateral Recruitment: HRdataprivacy@citi.com

1. Definitions

- 1.1. “Personal Information” means any kind of information related to an identified or identifiable natural person as electronically or otherwise recorded, excluding information that has been anonymized.
- 1.2. Personal Information herein this Notice this Statement includes “Sensitive Personal Information” which Citi will Process to the extent necessary in order to strictly comply with the requirements of Chinese laws. Sensitive Personal Information includes, for example, information relating to an individual’s:
 - Biometric identification information
 - Religious belief information
 - Specific identity information
 - Medical and health information
 - Financial account information

We have marked common Sensitive Personal Information hereto as listed in item 2.1 of this Statement in bold, which may not exhaust all the Sensitive Personal Information Processed by Citi.

2. Processing

- 2.1 Personal Information Processed by Citi during the recruitment may include but not limited to:
 - a) personal identification and contact information: name, gender, date of birth, **ID certificate information, employment and residence permit information, photos, disability information (if applicable), registered residence address, current address**, contact method, marital or family status and emergency contact person and his/her contact information etc.
 - b) personal resume information: professional qualifications, language skills information, **litigation and criminal records**, previous work resume information, previous rewards and punishments, **credit status**, employment and resignation information and reasons, employment restrictions, Citigroup service history, external employment information and other information collected during the

- recruitment process as well as reference check information etc.;
- c) education and training information: education/degree certificate, schools, enrollment and graduation information, training records, and training results etc.;
- d) **audio visual materials:** photos, voice, video and other visual image materials during your activities (interview, procedure completion) in the workplace etc.;
- e) Communication and IT data information: access records or data in recruitment websites or systems, etc.;
- f) **health and medical information:** physical examination information, information related to illegal medicines and drugs, illness and diagnosis information, vaccination information, disability information and rating etc.;
- g) **financial and remuneration information:** credit information, financial status, past salary information, salary and welfare data information related to social security and provident fund payment etc.;
- h) **stock and investment information:** you and your relatives' external engagement and investment information, stock holdings, options and exercise information etc.;
- i) other information related to the job recruitment or human resources management.

2.2 Citi will Process Personal Information to the extent necessary for the following purposes:

- a) for the conclusion or performance of an employment contract or a human resources related agreement; and
- b) carrying out human resources and talent management.

2.3 These Processing activities include but not limited to:

- a) review of candidates' application materials
After receiving your application information and materials, Citi will conduct initial review and confirmation of your Personal Information and materials through various channels.
- b) background and credit check
In order to fully consider your suitability for Citi and the position, Citi will verify and investigate all information you provide in connection with your application for the position, including your resume, application form and other relevant documents, through any channel. Citi will also conduct the necessary checks on your credit status, including past credit history, outstanding debts, credit card account history, asset history and repayment history.
- c) recruitment contact
Citi will use your contact information to communicate with you about information confirmation and interview arrangement etc. through your contact information.
- d) reporting to regulatory authorities on staffing appointments
For some positions, it is necessary for Citi to report and provide information about your proposed employment and your Personal Information to the regulatory authorities before the commencement of your employment, as requested by the regulatory authorities.
- e) maintaining public security and health in public areas
To maintain the security in public areas such as entrance and exist points, the reception area and staircases to each office floor, as well as responding to public health emergencies and maintaining the health and safety of the Citi workplace, Citi may need to install CCTV cameras in public areas and Processes CCTV images/videos of your movements and activities.
- f) monitoring Citi's office access and network Systems

As required by applicable law and Citi policy, Citi or its security technology providers may access, review, monitor, image, search or delete your use of Citi systems. Please note that Citi will only view the contents of your communications if it suspects misconduct or illegal activity.

- g) handling employment-related documents/procedures
Citi may Process your Personal Information when it assists in handling your employment-related documents/procedures.

3. Retention and Other Disposal of Personal Information

3.1. For purposes expressly stated above, Citi may entrust Citigroup and any of its branches, subsidiaries, and affiliated entities all over the world and their authorized members and third-party service providers to Process your Personal Information. These third-party service providers include but not limited to:

- a) compensation and welfare management service provider
- b) HR compensation and management planning supplier
- c) reference check service provider
- d) software, network, cloud services and other IT providers
- e) professional institutions (law firms, accounting firms, tax agent firms, etc.)
- f) safety emergency service provider; and
- g) any domestic or overseas agents, contractors, or third party service providers who engage to provide management, personnel, data processing, communication, computer, legal, financial or other services to Citi for the purposes stated herein

3.2. Citi will continue to retain and Process your Personal Information during and after the recruitment period for the purposes of contacting you, talent retention and anticipating appropriate human resource management and planning.

3.3. Citi will provide your Personal Information to other third parties as required by law or as requested by regulatory and relevant authorities (whether within or outside of China); or to protect the legal rights of Citi; or in urgent circumstances where the health or safety of persons working for Citi is at risk.

3.4. Citi will retain your personal information according to the retention period stipulated by laws and regulations. Personal Information that is no longer needed will be destroyed, erased or anonymized.

4. Storage Location of Personal Information

4.1. For the purposes stated herein, Citi may need to use various systems to Process your Personal Information, including systems hosted in servers within or outside of China, including but not limited to Workday, Avature and other recruitment and information systems that Citigroup is using or may use in the future. As a result, your Personal Information may also be stored or transferred outside of China.

4.2. Citi maintains computer systems in data centers in the United States and around the world, to store your Personal Information, and may Process Personal Information through global computer systems owned or operated by or on behalf of Citigroup and its affiliates. These data centers are located in the United States, Chile, Costa Rica, China, Singapore, the Philippines, Brazil, India, Hong Kong and Mexico, which may

change from time to time.

4.3. Citi will ensure that your Personal Information stored or transmitted outside China is properly protected and complies with the provisions of Chinese laws. If you have any questions about providing Personal Information outside China, please contact us by using the contact details set out at the top of this Statement.

4.4. The table below lists some situations where Citi stores your Personal Information outside China and transmits the workforce member Personal Information to overseas entities, including but not limited to:

Information Recipient	Country /Region	Name of System	Contact Information	Purpose of Processing	Method of Processing	Category of Personal Information	Method and Procedures of Consultation
Citi and its affiliated companies	US, Singapore, Hong Kong SAR, the Philippines ,etc.	Avature	Asia.graduate.recruitment@citi.com	Recruitment Management within Citigroup	Collection, storage, processing, transmission, provision, deletion etc. of candidates' personal data.	Personal identification and contact information, resume information, employment management information, education and training information.	For the needs that cannot be achieved by self-service, please reach out to Citi via the shown contact information to raise your request.
Citi and its affiliated companies	US, Singapore, Hong Kong SAR, the Philippines ,etc.	Workday	For external requestor, contact via email: HRdataprivacy@imcnam.smb.comciti.com For internal employee, contact via HR Help Center.	HR Management within Citigroup	Collection, storage, use, processing, transmission, provision, disclosure, deletion etc. of employees' personal data.	Personal identification and contact information, resume information, employment management information, education and training information, financial and remuneration information, health related information	For the needs that cannot be achieved by self-service, please reach out to Citi via the shown contact information to raise your request.

5. Your Rights and Obligations

5.1. According to applicable laws and regulations, you have the right to know and to make decision on your Personal Information, are entitled to enquire as to the nature of storage or Processing of your Personal Information by Citi and to copy such Personal Information. Where you find your Personal Information is incomplete or inaccurate, you are entitled to request Citi to correct or supplement the Personal Information. Where you have legitimate grounds to consider that any Processing of your Personal Information is not in compliance with applicable laws and regulations, you are entitled to request Citi to delete your Personal Information. If you have any queries in relation to the exercise of the aforesaid rights, you should contact us by using the contact details set out at the top of this Statement.



- 5.2. Any change to your Personal Information, please notify us by using the contact details set out at the top of this Statement so that accurate records can be maintained.
- 5.3. For purposes expressly stated in this Statement, for Personal Information to Citi you have provided of your family members, the beneficiaries, dependents, supporters, or other related persons, you have the responsibility to notify them of the information Processing and the content related to information Processing described in this Statement and obtain their consent accordingly. Your provision of such information shall be deemed to have obtained the consent of the relevant members.
- 5.4. All information you provide to Citi in connection with the job recruitment is true and accurate, and you cannot knowingly conceal any facts or circumstances relating to the job recruitment.

Citi may amend, change, or update this Privacy Notice from time to time, whereby Citi will notify you about such changes via Citi website of the [Global Workforce Member Privacy Notice](#) and [Careers Privacy Notice](#)

In the event that the amendment, change, or update will affect the purposes for which your Personal Data has originally been collected, Citi will notify you about such changes and obtain your consent (if applicable), prior to such changes becoming effective.

This Privacy Notice shall take effect **from 31 October 2024 onward**.