

Candidate Personal Information Collection Statement

This Personal Information Collection Statement ("**PICS**") applies to all those applying for employment at The Dairy Farm Company, Limited, 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, including all of their affiliates, branches and subsidiaries ("**DFI Retail Group**"). "We", "us" and "our" shall refer to DFI Retail Group as applicable. This PICS should be read in conjunction with the Privacy Policy for DFI Retail Group which is available on DFI Retail Group's website www.dfiretailgroup.com.

We recognise the importance of your privacy and maintaining the confidentiality of your personal information. This PICS sets out how we may collect, use and disclose your personal information. This PICS is governed by and observes the requirements of the Personal Data (Privacy) Ordinance (cap. 486) in Hong Kong (the "**Personal Data Law**") (as the case maybe).

1. COLLECTION OF PERSONAL DATA

- i. 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 to consider your application.
- ii. We may ask you to provide personal information when you apply for a job with us via our website www.dfiretailgroup.com, or when you fill in an application form at one of our stores or recruitment centres, or when you apply through our distribution centres. The data ("**Personal Data**") that we may ask you to supply includes, without limitation, salutation, full name, nationality, identity and/or passport number, address, telephone number, email address, screening information (such as information necessary to complete background checks, drug and/or alcohol tests, medical check report, health declaration, salary, remuneration package and other screens permitted by law), details of your current employment including name of employer, job title, current salary and salary expectations, details of your education and qualifications, details of your work history including job title, length of service, immigration status and other work authorization information that would allow us to verify your employment eligibility, details of any criminal convictions, details of any bankruptcy declaration, languages and language proficiency and referee details.
- iii. Please note that it is mandatory for you to provide certain categories of Personal Data (as specified at the time of collection). In the event that you do not provide any Personal Data indicated as mandatory, we may not be able to process your application.

2. USE AND DISCLOSURE OF PERSONAL DATA

- i. If you provide Personal Data to us, you are deemed to have authorised us to collect, retain and use Personal Data about you for the following purposes:
 - a. to assess your suitability for a vacancy with us;
 - b. verifying your identity;
 - c. seeking references;
 - d. verifying your employment history, education history and any qualifications;
 - e. performing screening and background checks in accordance with our internal policies where permitted by applicable law;
 - f. for compliance with DFI Retail Group's legal, regulatory and corporate governance requirements; or

- g. for any other legitimate human resources, business management, and other lawful purposes.
- ii. You further agree that we may disclose and transfer (whether in Hong Kong or abroad) your Personal Data to third party services providers engaged by us to assist us with any internal commercial, operational or human resources functions (including data entry, managing our job application database, conducting screening and background checks, processing applications, and securely disposing of your Personal Data ("**Third Party Service Providers**"). These Third Party Service Providers are under a duty of confidentiality to us and are only permitted to use your Personal Data in connection with the purposes specified at 2(i) above, and not for their own purposes (including direct marketing).
- iii. You further agree that, when necessary, and subject to our reasonable discretion, we may also disclose and transfer (whether in Hong Kong or abroad) your Personal Data to our professional advisers, law enforcement and other credit and reference agencies for the purposes specified at 2(i) above.
- iv. Any Personal Data supplied by you will be retained by DFI Retail Group while we process your application and will be accessible by employees in our People & Culture and Talent Acquisition departments, any Third Party Service Providers engaged by us, for or in relation to any of the purposes stated in 2(i) above.
- v. If your application is unsuccessful your Personal Data will be retained by us for a period of no more than 24 months from the end of the relevant recruitment process or the date on which you last provided us with your Personal Data, whichever is later. We take steps to ensure that your Personal Data is disposed of securely.

3. COOKIES, LINKS AND THIRD PARTY PROVIDERS

We may use 'cookies' on our website at www.dfiretailgroup.com in order to:

- enable tighter security;
- enable online candidates to keep browsing;
- personalise the site for visitors;
- build online candidates visitor profiles;

Cookies are pieces of information stored in your hard-drive about your preferences on our site, which enable the site to be tailored to you in future visits. Individuals who want to disallow cookies can do so on their web browser. However, by disabling cookies you may not be able to access all parts of our website.

Our website may also contain links to other sites and pages which are operated by third parties. We have no control over the content of the linked websites or the way in which the operators of those websites deal with your Personal Data. You should review the privacy policy for those third party websites to understand the ways in which your Personal Data may be used by those third parties.

Third parties such as healthcare and insurance companies providing team member benefits may require you to provide them with Personal Data when applying for or claiming a benefit. We have no control over the way in which those third party providers deal with your Personal Data. You should review the privacy policy for those third party providers to understand the ways in which your Personal Data may be used by them.

4. CONFIDENTIALITY

- i. Personal Data held by us relating to job applicants will be kept confidential in accordance with this PICS.
- ii. Any questions, comments, suggestions or information other than Personal Data sent or posted to us by visitors to our stores not in connection with a job application with us, existing employment with us or previous employment with us, will be deemed voluntarily provided to us on a non-confidential and non-proprietary basis. We reserve the right to use, reproduce, disclose, transmit, publish, broadcast and/or post elsewhere such information freely, including passing it to any associated company.

5. SAFETY OF PERSONAL DATA

All reasonable efforts are made to ensure that any Personal Data held by us is stored in a secure and safe place, and accessed only by our authorised employees or authorised Third Party Service Providers. DFI Retail Group maintains various administrative, technical, and physical safeguards to protect Personal Data collected and maintained by DFI Retail Group, whether this Personal Data is contained in paper or electronic records. These measures are designed to ensure:

- the security and confidentiality of Personal Data;
- protection against anticipated threats or hazards to the security or integrity of the Personal Data; and
- protection against unauthorized access to or use of Personal Data.

Personal data files are treated as confidential documents. Designated employees in our People & Culture and Talent Acquisition departments are responsible for keeping all physical records containing personal data in locked cabinets when not in use in restricted areas and protected against unauthorised access, use or erasure. Access authorisations are granted on a need basis only.

Personal data stored in the Human Resources Information System (HRIS) are subject to the same restrictions. Only authorised employees are granted access rights to the system. Third Party Services Providers may also have rights to access HRIS.

6. RIGHT TO ACCESS/ CORRECT PERSONAL DATA

- i. Under the Personal Data Law, you have the right to access your Personal Data held by us and to request correction of your Personal Data.
- ii. If you have any questions regarding this PICS or the Privacy Policy or if you wish to access or correct your Personal Data, you may send your request in writing to the following address:

Group Data Protection Officer
11/F Devon House, Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong

OR by email: personaldata@DFIretailgroup.com

- iii. In accordance with applicable laws, we reserve the right to charge you a reasonable fee for the processing of any data access or correction request.

7. AMENDMENTS

We may amend or update this PICS from time to time and we will promptly inform you (and obtain your consent if required by law) of any future amended or updated version.

In addition, the Privacy Policy for DFI Retail Group which is available on the DFI Retail Group website at www.dfiretailgroup.com is subject to change at any time and the latest version will be effective immediately when we post the revised Privacy Policy on the website. We recommend that you review the Privacy Policy on DFI Retail Group's website regularly for changes.

Please indicate your understanding and agreement of the PICS and the Privacy Policy by signing below.

I have read, understood and agree to the PICS and the Privacy Policy for DFI Retail Group.

Signature

Date