

EMPLOYEE AND CONTRACTOR DATA PROTECTION NOTICE

Effective: 1 December 2021

[English version](#)

[Taiwan version](#)

I. INTRODUCTION

The legal entity named on the contract of employment of the Employee, or the engagement of the Contractor (the “**Company**”) has prepared this Employee and Contractor Data Protection Notice (“**Notice**”) to outline its practices regarding the collection, use, storage, transfer and other processing of individually identifiable information about Employees or Contractors (“**Personal Data**”). For the purposes of this Notice, “**Employee**” means any individual who is, or has been employed by the Company. For the purposes of this Notice, “**Contractor**” means any individual who is engaged to provide services to the Company and who is not an employee of the Company or a non-executive director of the Company. If you are a Contractor, the terms of this Notice do not create an employment relationship between you and the Company. The Company may also provide to Employees and Contractors additional data protection or privacy notices from time to time.

In the event this Notice is provided to an Employee or Contractor in a language other than English, any discrepancy, conflict or inconsistency between the two language versions shall be resolved in favour of the English version, subject to applicable law.

[English version](#)

[Taiwan version](#)

II. PERSONAL DATA COLLECTION AND PURPOSES OF USE

Good employment and engagement practices and the effective running of our business require the Company to collect, use, store, transfer and otherwise process certain Personal Data.

The Company collects Personal Data that is directly relevant to its business, required to meet its legal obligations, or otherwise permissible to collect under applicable law. Listed in [Appendix A](#) for Employees and [Appendix B](#) for Contractors of this Notice are the categories of Personal Data that we collect and the purposes for which we use the data that we collect, except where restricted by applicable law. We receive Personal Data from you and from other sources, such as colleagues, managers, referrals and background check providers, and public sources.

We collect and process Personal Data about you: (i) because we are required or permitted to do so by applicable law, (ii) because such information is necessary to fulfil your contract of employment or engagement with the Company and facilitate your relationship with the Company, (iii) because such information is of particular importance to us and we have a specific legitimate interest under law to process it, (iv) where a public interest requires it, (v) where the Personal Data is necessary for the establishment, exercise or defence of legal claims, (vi) where necessary to protect the vital interests of you or another person, or (vii) where necessary, we obtain consent of Employees for collection and processing of Personal Data.

If you do not provide certain categories of Personal Data, the Company may not be able to accomplish some of the purposes outlined in this Notice and the issue may need to be escalated to Human Resources to deal with as appropriate.

SENSITIVE PERSONAL DATA

The Company may collect and process certain special categories of Personal Data (“**Sensitive Personal Data**”) about Employees or Contractors where required by applicable law, where necessary for the establishment, exercise or defence of legal claims, or, where necessary, the Employee or Contractor has provided explicit consent. Subject to applicable law, the Company may process information about:

- physical and/or mental health for the purposes of benefits administration and addressing workplace health, safety and accommodation issues
- criminal charges/convictions or unlawful behaviour for recruitment and employment screening purposes and for registration and licensing requirements
- work-related illnesses or injuries for the purpose of complying with legal obligations (or assessing entitlements)
- sexual orientation, race and/or ethnic origin, physical and/or mental health, religious beliefs for purposes of reporting on diversity and inclusion statistics, complying with government reporting requirements, and/or other legal obligations
- biometric data, such as fingerprints and iris scans, for the purposes of electronic identification, authentication and corporate security, at secured Company premises

For further information on the purposes of using the above data, please also reference [Appendix A](#) for Employees and [Appendix B](#) for Contractors.

PERSONAL DATA ABOUT DEPENDENTS

If an Employee or Contractor provides the Company with Personal Data about members of his/her family and/or other dependents (e.g., for emergency contact and benefits administration purposes), it is that Employee’s or Contractor’s responsibility to inform such individuals of their rights (see Section VII) and to obtain their explicit consent, where necessary, to the processing (including transfer) of their Personal Data as set out in this Notice.

III. COOKIES

Non-essential and essential cookies are collected on some websites and mobile applications that the Company uses. Please refer to the following [policy](#).

IV. ACCESS BY COMPANY PERSONNEL

Where permitted by applicable law, access to Personal Data is restricted to those individuals who need such access for the purposes listed in this notice and [Appendix A](#) for Employees and [Appendix B](#) for Contractors, including but not limited to members of the Human Resources Department and the managers in the Employee's or Contractor’s line of business, and to authorised representatives of the Company’s internal control functions such as Compliance, Chief Administrative Office, Information Security, Corporate Security, Audit and Legal. Access may also be granted on a strict need-to-know basis to others where permitted by applicable law.

V. DISCLOSURE

To the extent permitted by applicable law and as appropriate to achieve the purposes described in this Notice, Personal Data may be disclosed by the Company as follows:

Given the global nature of the Company's activities, the Company may (subject to applicable law) transmit Personal Data, including Sensitive Personal Data, to other Bank of America affiliates or operations located in other jurisdictions, including the United States or other jurisdictions where data protection laws may not provide an equivalent level of protection to the laws in the Employee's or Contractor's home jurisdiction. The affiliates belonging to the Bank of America Corporation group are listed at the link below. The listing is available upon request for new Employees and Contractors who do not yet have access to the internal site.

[Bank of America Corporation Group](#)

The Company may disclose in accordance with applicable law relevant Personal Data to certain third parties in connection with the provision of services to the Company. Where the processing of Personal Data is delegated to a third party data processor, such as those listed in [Appendix A](#) for Employees and [Appendix B](#) for Contractors, the Company will delegate such processing in writing, will choose a data processor that provides sufficient guarantees with respect to technical and organizational security measures, such as data protection and information security requirements, governing the relevant processing and will ensure that the processor acts on the Company's behalf and under the Company's instructions.

Personal Data also may be disclosed, where permitted by applicable law, in connection with a corporate restructuring, sale, or assignment of assets, merger, divestiture, or other changes of the financial status of the Company or any of its subsidiary or affiliated companies. Personal Data also may be released to protect the vital interests of Employees and Contractors, to protect the legitimate interests of the Company (unless this would prejudice the rights and freedoms or interests of the Employee or Contractor), or in the Company's judgement to comply with applicable legal or regulatory obligations and regulatory inquiries or requests.

VI. SECURITY

The Company maintains appropriate technical and organizational measures designed to protect against unauthorised or unlawful processing of Personal Data and/or against accidental loss, alteration, disclosure or access, or accidental or unlawful destruction of or damage to Personal Data.

VII. ACCESS, PORTABILITY, RECTIFICATION AND SUPPRESSION, LIMITATION AND RESTRICTION OF PROCESSING AND ACCURACY OF PERSONAL DATA

Employees and Contractors are entitled to access Personal Data held about them (with the exception of any documents that are subject to legal privilege, that provide Personal Data about other Employees or Contractors, or that otherwise are not subject to data subject access rights). Any Employee or Contractor who wishes to access his/her Personal Data or (where permitted under applicable law) request portability of their data should contact a member of the Human Resources Department using the contact information set out in Section IX below.

To the extent required by applicable law, Employees and Contractors have the right to have inaccurate data corrected or removed (at no charge to the Employee or Contractor and at any time) or to limit or restrict processing of their data.

To assist the Company in maintaining accurate Personal Data, Employees and Contractors must ensure they keep their Personal Data up to date on the Company's Global HR system. In the event that the Company becomes aware of any inaccuracy in the Personal Data it has recorded, it will correct that inaccuracy at the earliest practical opportunity.

To the extent available under applicable law, Employees and Contractors may also have the following rights (including but not limited to):

- to request a copy of Personal Data held by the Company (as part of an access request above);
- to request further information or complain about the Company's practices and processes regarding their Personal Data;
- to object to, withdraw consent to, restrict, or request discontinuance of collection, use, disclosure and other processing of their Personal Data as described in this Notice and to request deletion of such Personal Data by the Company.

For all inquiries, Employees and Contractors should contact a member of the Human Resources Department using the contact information set out in Section IX below. Under applicable law, in certain circumstances, the Company may be exempt from or entitled to refuse the above requests or rights. Certain additional terms and conditions may be applicable to process requests or rights, such as requiring communications to be in writing or requiring proof of identity.

VIII. MODALITIES OF THE PROCESSING AND DATA RETENTION

The Company does not use automated decision making on Employee or Contractor processes. 'Automated decision-making' is the process of making a decision by automated means without any human involvement.

Collection, use, disclosure, transfer and other processing, including storage, of Personal Data may be by electronic or manual means, including by hard-copy or soft-copy documents or other appropriate technology. Personal Data may be stored in an Employee's or Contractor's home jurisdiction and/or other jurisdictions in which the Company has operations.

The Company will maintain Personal Data for as long as it is required to do so by applicable law(s) or for as long as necessary for the purpose(s) of use and processing in Section II, whichever is longer ("the retention period"). Any maximum storage term set forth by applicable law will prevail. The Company will delete Personal Data after the applicable retention period. The retention periods for each type of data and jurisdiction are outlined on the [Global Records Retention Schedule](#) found on the [Global Records Management page on Flagscape](#). Retention requirements are available upon request for new Employees and Contractors who do not yet have access to the internal site.

The criteria used to determine our retention periods include:

- As long as we have an ongoing relationship with the Employee or Contractor;
- As required by a legal obligation to which we are subject;

- As advisable in light of our legal position (such as in regard of applicable statutes of limitations, litigation, or regulatory investigations).
- The time period necessary to achieve the purpose of use and processing.

IX. QUESTIONS

Should any Employee or Contractor have any questions, concerns or complaints about this Notice, please contact the Human Resources Service Centre via hrsc.apac@bofa.com or by phone at **00800.2722.4772** or **+65.6591.1166**.

In certain countries, if you have additional queries about the way in which the Company processes your Personal Data more broadly you may contact the local Data Protection Officer using the following contact details:

APAC Jurisdictions	connect.dpo@bofa.com
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Employees and Contractors may have the right to lodge a complaint with the local Data Protection authority.

X. CHANGES TO THIS NOTICE

Should the Company substantially modify the manner in which it collects or uses Personal Data, the type of Personal Data it collects or any other aspect of this Notice, it will notify Employees and Contractors as soon as reasonably possible by reissuing a revised Notice or taking other steps in accordance with applicable laws including obtaining Employee and Contractor consent where required.

XI. JURISDICTION-SPECIFIC CLAUSES

Taiwan

See Annexures 1 and 2 for a list of the relevant standard purposes of use and types of personal data as prescribed by the Ministry of Justice.

Consent of the Notice

I have read the “Employee and Contractor Data Protection Notice” dated December 2021. I expressly and voluntarily consent to the application of its terms regarding the collection, processing, use, and international transfer of my Personal Data by the Company (including Sensitive Personal Data and including international transfer of my Personal Data to jurisdictions where data protection laws may not provide an equivalent level of protection to the laws of my home jurisdiction) during and in connection with the course of my employment or engagement.

I confirm that, prior to providing any Personal Data of other individuals to the Company (if applicable), I have duly provided them with all information regarding the processing of their Personal Data and their related rights, as described in the Notice and that I have obtained the explicit consent of those individuals, where necessary, to the processing of their Personal Data.

Please refer to instructions for how to consent to the Notice.

For the following countries, please sign, scan and submit a signed copy to your local HR Team:

CHINA and India BACI:

Employee Name

Signature

Date

Appendix A - Employee

Refer to the matrix linked [here](#) to view the categories of data that may be collected for each purpose of use, summarized below. The matrix is available upon request for new Employees who do not yet have access to the internal site.

The Categories of Personal Data We May Collect, Use, Transfer and Disclose, unless restricted by applicable law:

- **Recruitment/Applicant information:** Pre-employment references; employment history; language(s) spoken; previous compensation; video recording.
- **Employment and Job Information:** Job title and/or position and description of responsibilities/duties; job family; location; band/seniority; Employee Identifiers; department; line and sub-line of business; local Company entity name; cost centre information; employment dates; supervisor/manager/team lead name and contact information; work contact information; termination details.
- **Personal Demographic Information:** Date and place of birth; Dependent date of birth; Nationality; gender; name (including birth surname and any other former names); Dependent full name; family/marital status; copy/ies of birth certificate; details of military service.
- **Visa/ Citizenship Details:** Work eligibility status; entitlement to residency; citizenship; passport details; visa details; National ID.
- **Contact Details:** Address, telephone, email and emergency contact details.
- **Payroll:** Social insurance number or other tax identifier number; MyNumber; bank account details; full address; tax and social security contributions; payroll payments and deductions and other financial information; shift and overtime data; Tax forms e.g. P60 (UK).
- **Employee Administration:** Reference letters; query management records; Flexible Working Requests; voice recording; video recording (e.g. townhalls).
- **Global Mobility:** Business travel information (including business visa details and travel logs and itineraries).
- **Absence Data:** Absence details e.g. sickness, holiday and maternity leaves.
- **Attendance Data:** Working Time Directive Details.
- **Physical Security and Life Safety Data:** Swipe card entry data; CCTV; photograph (Security ID Card); Accident and Incident Reporting; Biometrics; data required for purposes related to Health and Safety in the workplace.
- **Compensation:** Compensation information (including base salary, market rates, incentive payment(s), stock options information and allowances).
- **Pension:** Information related to retirement planning.
- **Employee Benefits:** Benefits records and related information e.g. Health cover, Life Assurance
- **Education and Training:** Academic Record, Professional Qualifications and Memberships; professional training; Company internal training; video recording.
- **Regulatory Data (where applicable):** Licenses and certifications; financial regulatory registration; voice recording.
- **Succession Planning Details:** Reporting structure; talent management and succession planning data (including mobility preferences, date assigned to a talent pool, talent pool name and description, areas of expertise, general management experience, leadership behaviour, strengths and development needs).

- **Performance/ Development Plans/ 360 Reviews:** Performance related information (including assessments and ratings (results rating, behaviour rating, potential rating), performance goals description, key competencies description).
- **ER Case / Compliance / Legal Management:** Areas for development, coaching notes, feedback from others, self-assessment description, manager review description, performance expectations, measurement criteria, action dates, manager progress notes; career development information; employment disciplinary record, activities and investigations; information pertaining to any grievances raised.
- **Technical information:** Including username and passwords, voice data, IP address, domain, browser type, operating system, click-stream data and system logs) and electronic and non-electronic content and documents created or produced by you using Company systems or in the performance of your role with the Company.
- **Securities and Stock Trading:** Details of outside business activities and directorship(s) (where relevant for employment-related purposes); securities and stock trading activity/experience (where relevant for employment-related purposes).
- **Sensitive Personal Data:** e.g. race or ethnic origin, physical and/or mental health, criminal charges/convictions, sexual orientation, religious or philosophical beliefs, biometric information, trade union membership.
- **Diversity and Inclusion Data** (e.g. veteran status, race, ethnicity, age, disability status, sexual orientation, gender, gender identity, and gender expression).
- **Signatures**, including digital images and physical copies
- **Virtual or In Person Events Data:** Information needed for participation in virtual or in-person events: speaker biographies, travel details, spouse/partner name, name and age of child/children collected through parents or guardians attending events, dietary requirements of individuals attending an event, Special Assistance needs of individuals attending an event.

The Purposes For Which We May Collect, Use, Transfer And Disclose Personal Data:

- **Administering and managing the Employee employment relationship, general administration and budgeting; preparation, management, and use of internal communication.**
- **Recruiting activities, talent management and succession planning.**
- **Authentication/identification of Employees**, including voice authentication (e.g. for help desk).
- **Human resources information systems (“HRIS”) and application support and development .**
- **Information technology and information security support** (including firewall monitoring, anti-spam and virus protection, and other monitoring, for example in accordance with the Company’s regional Cyber Security Monitoring Notices).
- **Management of internal business operations** (including monitoring compliance with Company policies and procedures, for example in accordance with the Company’s regional Cyber Security Monitoring Notices).
- **Complying with applicable government reporting and other local and foreign law requirements** (including the requirements of the US Sarbanes-Oxley Act or other applicable internal control regulations and in such areas as immigration, tax or statutory financial regulation) and other legal obligations.
- **Payroll and compensation management, administration and processing** (including compensation metrics and decisions, bonus calculations and stock plan administration).
- **Complying with local or foreign state and/or country specific tax and immigration laws and regulations and payroll reporting**, not limited to but including business travel.

- **Benefits and insurance administration and management** (including decisions regarding eligibility for staff loans).
- **Fostering career planning and growth.**
- **Training, advice and counselling purposes.**
- **Employee performance and productivity reviews/assessments and general performance management.**
- **Defending, preparing for, participating in and responding to potential legal claims, investigations and regulatory inquiries** (all as allowed by applicable law).
- **Disciplinary actions/investigations** (as permitted by applicable law).
- **Client and customer service and marketing activities** (including but not limited to inclusion in internal and external internet and intranet sites, marketing materials, event management materials, deal documents, pitch books and as required to provide services and products to our clients).
- **Managing relationships with clients and other third parties** (including licensing and registration bodies, legal counsel, stock exchanges, or business counterparties).
- **Post-employment purposes** (for example, providing employment references, assessing rehire eligibility, and any of the purposes listed in this notice that may be applicable during the post-employment period).
- **To assist with Information Technology operational support** (including system maintenance and bug fixes).
- **To promote the safe and healthy working conditions of company facilities.**
- **Diversity and Inclusion Data** is used on an aggregated basis for reporting and promotions. Diversity and Inclusion Data excluding disability status is used on a personally identifiable basis, for talent management, succession planning, and training and conference opportunities.
- **Corporate Alumni program** for previous employee engagement
- **Virtual or In Person Events** (including information needed for participation in virtual or in-person events. This may include information on your spouse or children where appropriate. In the context of virtual or in person events, Personal Data or other information may be collected when an individual visits us online to register for an event, attends an event, asks for event information, downloads content, or shares an interest to attend an event through our client relationship partner.
- **Administering volunteer and giving programs**

The Categories Of Unaffiliated Third Parties With Whom We May Share Personal Information

- **Professional Advisors:** Accountants, auditors, lawyers, insurers, bankers, tax advisors and other outside professional advisors in all of the countries in which the Company operates.
- **Service Providers:** Companies that provide products and services to the Company in the countries in which the Company operates, such as payroll, partner banks, pension scheme, benefits providers; human resources services, recruitment and training providers; performance management, training, expense management, IT systems suppliers and support; reception and security, catering and logistics services providers, translation services, third parties assisting with event organizing and marketing activities, medical or health practitioners, trade bodies and associations, and other service providers.
- **Public and Governmental Authorities:** Entities that regulate or have jurisdiction over the Company in the countries in which the Company operates, such as regulatory authorities, law enforcement, public bodies, licensing and registration bodies, judicial bodies and third parties appointed by such authorities.
- **Trade Unions:** Trade unions to which the Employees are affiliated.

- **Parties Related to a Corporate Transaction:** A third party in connection with any proposed or actual reorganization, merger, sale, joint venture, assignment, transfer or other disposition of all or any portion of the Company's business, assets or stock (including in connection with any bankruptcy or similar proceedings), e.g., stock exchanges and business counterparties.
- Where appropriate, the Company will offer and receive reasonable assistance from third parties (such as service providers) in order to respond to data subject access requests.
- Current or prospective customers and clients.
- **Event Vendors:** Event vendors, organizers, speakers, volunteers, contractors, and sponsors to facilitate events

Appendix B - Contractors

Refer to the matrix linked [here](#) to view the categories of data that may be collected for each purpose of use, summarized below. The matrix is available upon request for new Contractors who do not yet have access to the internal site.

The Categories of Personal Data We May Collect, Use, Transfer and Disclose, unless restricted by applicable law:

- **Recruitment/Applicant information:** Pre-Engagement references; employment history; language(s) spoken; previous compensation; video recording.
- **Position Information:** Job title and/or position and description of responsibilities/duties; job family; location; band/seniority; Contractor Identifiers; department; line and sub-line of business; local Company entity name; cost centre information; engagement dates; supervisor/manager/team lead name and contact information; work contact information; termination details.
- **Personal Demographic Information:** Date and place of birth; Dependent date of birth; Nationality; gender; name (including birth surname and any other former names); Dependent full name; family/marital status.
- **Visa/ Citizenship Details:** Work eligibility status; entitlement to residency; citizenship; passport details; visa details; National ID.
- **Contact Details:** Address, telephone, email and emergency contact details.
- **Contractor Administration:** Reference letters; query management records; working arrangement requests; voice recording; video recording (e.g. townhalls).
- **Global Mobility:** Business travel information (including business visa details and travel logs and itineraries).
- **Absence Data:** Absence details e.g. sickness, holiday and maternity leaves.
- **Attendance Data:** Working Time Directive details.
- **Physical Security and Life Safety Data:** Swipe card entry data; CCTV; photograph (Security ID Card); Accident and Incident reporting; biometrics; data required for purposes related to Health and Safety in the workplace.
- **Compensation:** Compensation information (including pay rates).
- **Contractor Benefits.**
- **Education and Training:** Academic record, professional qualifications and memberships; Company internal training; video recording.
- **Regulatory Data (where applicable):** e.g. voice recording; video recording (e.g. townhalls).
- **ER Case / Compliance / Legal Management:** Information pertaining to any grievances/investigations raised, action dates.

- **Technical information:** Including username and passwords, voice data, IP address, domain, browser type, operating system, click-stream data and system logs) and electronic and non-electronic content and documents created or produced by you using Company systems or in the performance of your role with the Company.
- **Securities and Stock Trading:** Details of outside business activities and directorship(s) (where relevant for engagement-related purposes); securities and stock trading activity/experience (where relevant).
- **Sensitive Personal Data:** e.g. race or ethnic origin, physical and/or mental health, criminal charges/convictions, sexual orientation, religious or philosophical beliefs, biometric information, trade union membership.
- **Signatures,** including digital images and physical copies
- **Virtual or In Person Events Data:** Information needed for participation in virtual or in-person events including speaker biographies, travel details, spouse/partner name, name and age of child/children collected through parents or guardians attending events, dietary requirements of individuals attending an event, Special Assistance needs of individuals attending an event. **Contractors must not participate in events unless the event is directly related to the work assignment.**

The Purposes For Which We May Collect, Use, Transfer And Disclose Personal Data For Contractors:

- **Administering, contracting and managing the engagement relationship, general administration and budgeting; preparation, management, and use of internal communication.**
- **Recruiting activities and resource planning.**
- **Authentication/identification of Contractors,** including voice authentication (e.g. for help desk).
- **Human resources information systems (“HRIS”) and application support and development**
- **Information technology and information security support** (including firewall monitoring, anti-spam and virus protection, and other monitoring, for example in accordance with the Company’s regional Cyber Security Monitoring Notices).
- **Management of internal business operations** (including monitoring compliance with Company policies and procedures, for example in accordance with the Company’s regional Cyber Security Monitoring Notices).
- **Complying with applicable government reporting and other local and foreign law requirements** (including the requirements of the US Sarbanes-Oxley Act or other applicable internal control regulations and in such areas as immigration, tax or statutory financial regulation) and other legal obligations.
- **Compensation management and administration** (including with regards to pay rates).
- **Complying with local or foreign state and/or country specific tax and immigration laws and regulations,** not limited to but including business travel.
- **Benefits administration and management.**
- **Training, advice and counselling purposes.**
- **Contractor assessments.**
- **Defending, preparing for, participating in and responding to potential legal claims, investigations and regulatory inquiries** (all as allowed by applicable law).
- **Investigations** (as permitted by applicable law).
- **Client and customer service and marketing activities** (including but not limited to inclusion in internal and external internet and intranet sites, marketing materials, event management materials, deal documents, pitch books and as required to provide services and products to our clients).

- **Managing relationships with clients and other third parties** (including licensing and registration bodies, legal counsel, stock exchanges, or business counterparties).
- **Post-engagement purposes** (for example, providing contractor references, assessing rehire eligibility and any of the purposes listed in this notice that may be applicable during the post-engagement period).
- **To assist with Information Technology operational support** (including system maintenance and bug fixes).
- **To promote the safe and healthy working conditions of Company facilities.**
- **Diversity and Inclusion Reporting.**
- **Virtual or In Person Events** (including information needed for participation in virtual or in-person events. This may include information on your spouse or children where appropriate. In the context of virtual or in person events, Personal Data or other information may be collected when an individual visits us online to register for an event, attends an event, asks for event information, downloads content, or shares an interest to attend an event through our client relationship partner. **Contractors must not participate in events unless the event is directly related to the work assignment.**

The Categories of Unaffiliated Third Parties With Whom We May Share Personal Information

- **Professional Advisors:** Accountants, auditors, lawyers, insurers, bankers, tax advisors and other outside professional advisors in all of the countries in which the Company operates.
- **Service Providers:** Companies that provide products and services to the Company in the countries in which the Company operates, such as benefits providers; human resources services, recruitment and training providers; training, expense management, IT systems suppliers and support; reception and security, catering and logistics services providers, translation services, third parties assisting with event organizing and marketing activities, trade bodies and associations, and other service providers including, where applicable, your employer or company.
- **Public and Governmental Authorities:** Entities that regulate or have jurisdiction over the Company in the countries in which the Company operates, such as regulatory authorities, law enforcement, public bodies, licensing and registration bodies, judicial bodies and third parties appointed by such authorities.
- **Trade Unions:** Trade unions to which the Contractors are affiliated.
- **Parties Related to a Corporate Transaction:** A third party in connection with any proposed or actual reorganization, merger, sale, joint venture, assignment, transfer or other disposition of all or any portion of the Company's business, assets or stock (including in connection with any bankruptcy or similar proceedings), e.g., stock exchanges and business counterparties.
- Current or prospective customers and clients.
- **Event Vendors:** Event vendors, organizers, speakers, volunteers, contractors, and sponsors to facilitate events. **Contractors must not participate in events unless the event is directly related to the work assignment.**

Annexure 1

Relevant Standard Purposes for Personal Data Protection Act as prescribed by Ministry of

Justice

Code	Purpose Type	目的項目
(001)	personal insurance	人身保險
(002)	human resources management	人事管理
(003)	arrival, departure and immigration	入出國及移民
(031)	national health insurance, labor insurance, farmers insurance, national insurance, farmers insurance, national	全民健康保險、勞工保險、農民保險、國民年金保險 或其他社會保險
(059)	the collection, process and use by financial service enterprises according laws and regulations and for the need	金融服務業依法令規定及金融監理需要，所為之蒐集 處理及利用
(060)	financial dispute resolution	金融爭議處理
(061)	financial supervision, management and	金融監督、管理與檢查
(063)	the collection, process and use of personal information by non-	非公務機關依法定義務所進行個人資料之蒐集處理及 利用
(064)	health and medical services	保健醫療服務
(069)	contractual, quasi-contractual or other legal	契約、類似契約或其他法律關係事務
(090)	consumer and customer management and	消費者、客戶管理與服務
(104)	billing management and credit transaction	帳務管理及債權交易業務
(114)	labor administration	勞工行政
(120)	tax administration	稅務行政
(129)	accounting and relevant services	會計與相關服務
(136)	information (tele-) communication and	資（通）訊與資料庫管理
(137)	information (tele-) communication security and	資通安全與管理

(150)	auxiliary and back-office supporting	輔助性與後勤支援管理
(154)	credit checks	徵信
(157)	investigation, statistics and research	調查、統計與研究分析

Code	Purpose Type	目的項目
(166)	securities, futures, securities investment trust	證券、期貨、證券投資信託及顧問相關業務
(168)	passport, visa, and verification documents	護照、簽證及文件證明處理
(173)	the supervision and management of target	其他公務機關對目的事業之監督管理
(177)	other financial management business	其他金融管理業務
(181)	other business conducted under the business registration items or organizational articles of	其他經營合於營業登記項目或組織章程所定之業務
(182)	other advisory and consulting services	其他諮詢與顧問服務

Annexure 2

Relevant Data Types for Personal Data Protection Act as prescribed by Ministry of Justice

Code	Data Type	資料項目
1. Identification category 識別類		
(C001)	for identification of individual	辨識個人者
(C002)	for identification of finance	辨識財務者
(C003)	for identification in government	政府資料中之辨識者
2. Characteristic category 特徵類		
(C011)	individual description	個人描述
(C012)	description of bodies	身體描述
(C014)	characteristic – the comment or opinion on	個性 - 例如:個性等之評述意見
3. Household status 家庭情形		
(C021)	household status	家庭情形
(C023)	details of other members in the family	家庭其他成員之細節
(C024)	other social relations – friend, colleague and	其他社會關係 - 例如:朋友、同事及其他除家庭以外
4. Social status 社會情況		
(C031)	residence and facilities	住家及設施
(C032)	properties	財產
(C033)	immigration status	移民情形
(C034)	travel and other transportation details	旅行及其他遷徙細節
(C035)	recreational activities and interests – the	休閒活動及興趣 - 例如:嗜好、運動及其他興趣等
(C038)	occupation	職業
5. Education, examination and election, techniques or other professions 教育、考選、技術或		
(C051)	academic records	學校紀錄
(C052)	qualification or techniques	資格或技術
(C053)	occupational group member qualification	職業團體會員資格
(C054)	occupational expertise	職業專長
(C057)	record of students (members) and	學生 (員)、應考人紀錄
6. Employment status 受僱情形		
(C061)	current employment status	現行之受僱情形
(C062)	employment history	僱用經過
(C063)	jobs leaving history	離職經過

(C064)	work experiences	工作經驗
(C065)	work, travel and attendance records	工作、差勤紀錄

員工和承包商資料保護須知

生效日：2021 年 12 月 1 日

[英文版](#)
[台灣版](#)

I. 引言

員工聘僱契約或承包商委託契約中所指名之法律個體（下稱「**本公司**」）擬定了本員工和承包商資料保護須知（下稱「**本須知**」），以針對員工或承包商之個人可識別資訊（下稱「**個人資料**」）的蒐集、使用、儲存、傳輸及其他處理作業，訂立相關實務規則。本須知所稱之「**員工**」，係指任何目前或過去曾經受本公司聘僱之人。本須知所稱之「**承包商**」，係指任何受委託向本公司提供服務且非本公司員工或本公司非執行董事之個人。若您為承包商，本須知條款並不會構成您與本公司間之聘僱關係。本公司亦可能不定時向員工及承包商提供額外資料保護或隱私權須知。

本須知若以英文以外之語言提供給員工或承包商，且兩種語言版本間如有任何差異、衝突或不一致之處者，應在符合相關法律規定下，以英文版本為準。

[英文版](#)
[台灣版](#)

II. 個人資料蒐集和使用目的

為執行良好聘僱與委任實務並有效執行我們的業務，本公司必須蒐集、使用、儲存、傳輸及透過其他方式處理特定個人資料。

本公司會蒐集與其業務直接相關、為履行其法律義務而必需或根據適用法律而准許蒐集的個人資料。本須知[附錄 A](#)（員工適用）及[附錄 B](#)（承包商適用）列出了我們蒐集的個人資料類別，以及我們使用所蒐集資料的目的，惟相關法律有限制者除外。我們自您本人及其他來源收受個人資料，例如同事、主管、推薦人、背景徵信提供者及公開資源。

我們蒐集和處理關於您的個人資料的原因：(i) 因適用法律要求或允許我們這麼做，(ii) 因該等資訊係履行您與本公司的聘僱合約或委託事宜，並促進您與本公司之關係所必要者，(iii) 因該等資訊對我們特別重要，且我們依法具有處理該等資訊之明確合法權益，(iv) 因維護公共利益所必要者，(v) 為確立、行使或捍衛合法請求權主張而需要個人資料者，(vi) 為保護您或他人的重大權益而有必要者，或 (vii) 如有必要，我們會就個人資料之蒐集及處理作業，取得員工的同意。

如果您未提供若干類別的個人資料，本公司可能無法完成本須知所載若干目的，而且視情況，該問題可能需要上報至人力資源部解決。

敏感性個人資料

在相關法律要求情況下，並且為確立、行使或捍衛合法請求權主張所必要者，或（視情況所需）員工或承包商已提供明確同意情況下，本公司得蒐集並處理有關員工或承包商的特定特殊個人資料類別（下稱「**敏感性個人資料**」）。在適用法律允許範圍內，本公司可處理關於下列事項的資訊：

- 身體及/或心理健康，以基於工作場所健康、安全及調整問題之福祉管理目的
- 刑事起訴/定罪或違法行為，以供招聘和職前篩選之目的，及評估登記及許可授權要求
- 工作相關疾病或傷害，以符合法律義務（或評估權利）之目的
- 性傾向、種族及/或族裔來源、身體及/或心理健康、宗教信仰，以便進行多元性及包容性統計數據通報、遵循政府通報規定及/或其他法律義務
- 生物統計資料，例如指紋和虹膜掃描，以供保全之公司場所電子識別、驗證及公司安全用途

如欲瞭解更多前述資料利用目的相關資訊，亦請參閱[附錄 A](#)（員工適用）及[附錄 B](#)（承包商適用）。

受撫養人相關個人資料

若員工或承包商向本公司提供其家人及/或其他受撫養人相關個人資料（例如作為緊急聯絡人及福利管理等目的），則員工或承包商應有責任向該等個人告知其權益（詳見第 VII 節），並且如有必要者，應針對其個人資料按本須知規定進行處理（包括傳輸）情況，取得該等個人的明示同意。

III. Cookie

本公司所使用之若干網站及行動應用程式，會蒐集非必要性及必要性 cookie。請參閱以下[政策](#)。

IV. 公司工作人員存取權

在適用法律許可情況下，僅限基於[附錄 A](#)（員工適用）及[附錄 B](#)（承包商適用）所列目的而需要存取權限之個人，才得以存取個人資料，包括但不限於人力資源部成員和該員工或承包商的直屬主管經理，以及本公司內部控制職能部門的授權代表，例如法令遵循部、首席行政辦公

室、資訊安全部、企業安全部、稽核部和法律部。在適用法律准許的情況下，也可能嚴格根據需要知情基準向其他人授予訪問權。

V. 揭露

在相關法律許可且為實現本須知所述目的之適當範圍內，本公司得按下列方式揭露個人資料：

考量到本公司業務活動遍及全球，因此本公司可能（應符合適用法律）把個人資料（包括敏感性個人資料）傳輸至美國銀行 (Bank of America) 位於其他司法管轄區的其他關係企業或業務部門，包括美國或其他司法管轄區，而該等司法管轄區的資料保護法律對資料保護的程度，可能相異於員工或承包商所在國家的法律。從屬於美國銀行企業集團之關係企業列述於下列連結中。經提出要求後，該清單亦可提供予新進但尚未獲得內部網站存取權限之員工及承包商查閱。

[Bank of America Corporation Group](#)

本公司可根據適用法律向提供服務給本公司的某些第三方披露相關個人資料。資料處理作業如委託第三方，例如[附錄 A](#)（員工適用）與[附錄 B](#)（承包商適用）所列之第三方者，本公司應以書面委託該等處理作業，所選擇之資料處理方在規範資料處理作業之技術性和組織性安全措施方面應提供充分保證（例如資料保護和資料安全規定），並且應確保處理方代表本公司及根據本公司指示行事。

倘若適用法律准許，在本公司或其任何子公司或關係企業發生企業重組、出售或轉讓資產、合併、分拆或財務狀態的其他變更時也可能會披露個人資料。如為保護員工及承包商的重大利益、或保護本公司的合法利益（如會損害員工或承包商之權利和自由或利益者除外），或依本公司判斷，為遵守適用法律或監管義務、或因應監管查詢或請求時，也可能會揭露個人資料。

VI. 安全性

本公司維持適當的技術和組織措施，目的是防範未經授權或非法處理個人資料及/或意外遺失、更改、揭露或存取，或意外或非法銷毀或破壞個人資料。

VII. 存取、可攜帶權、糾正和禁止，限制和制約處理個人資料及其準確性

員工與承包商有權存取關於他們的個人資料（但受法律專業保密權限制、含有其他員工或承包商之個人資料，或基於其他原因屬於資料主體存取權之任何文件除外）。欲存取其個人資料或（在相關法律許可下）請求其資料可攜性的任何員工或承包商，應利用以下第 IX 節所載之聯絡資訊，聯絡人力資源部成員。

在相關法律規定範圍內，員工及承包商有權要求更正或移除不準確的資料（員工或承包商不須承擔費用，並且得在任何時間提出），或是要求限制或限縮其資料之處理。

為協助本公司維護個人資料的準確性，員工及承包商請務必確保他們在本公司全球 HR 系統中的個人資料均為最新資訊。倘若本公司知悉其記錄的個人資料存在任何不準確之處，本公司將會盡快更正該等不準確之處。

在相關法律許可範圍內，員工及承包商可能擁有以下權利（包括但不限於）：

- 請求本公司提供其所持有之個人資料副本（作為前述存取要求之一部）；
- 要求提供更多有關公司處理其個人資料之做法和流程的資料或者對其提出申訴；
- 反對、撤銷同意、限制、或要求停止蒐集、使用、揭露及以其他方式處理本須知中所述之個人資料，以及要求本公司刪除該等個人資料。

員工及承包商如有任何疑問，應利用以下第 IX 節所載聯絡資訊，與人力資源部成員聯絡。依據適用法律，在特定情況下，公司可能豁免或有權拒絕上述要求或權利。某些附加條款與條件可能適用於處理要求或權利，例如要求以書面方式進行溝通或是要求身分的證明。

VIII. 處理和資料保留的方式

本公司對於員工或承包商流程，並未使用自動化決策機制。「自動化決策機制」係指以自動化工具做決策的程序，並且無任何人的參與。

個人資訊之蒐集、使用、揭露、傳輸及其他處理作業（包含儲存），得透過電子或人工方式辦理，包括紙本或電子版文件或其他適當技術。個人資料可能儲存在員工或承包商所在的司法轄區，及/或本公司營運所在的其他司法轄區。

本公司將在適用法律要求保留的期限內或基於第 II 節所述之使用和處理目的所必要期間內（以較長者為準）保留個人資料（下稱「保留期間」）。將以適用法律載列的最大保留期限為準。本公司將在適用保留期過後刪除個人資料。各類別資料與司法轄區的保留期間，均載明於全球記錄保留時間表，該時間表可以在 [Flagscape 上的全球記錄管理頁面查閱](#)。經提出要求後，該保留規定亦可提供予新進但尚未獲得內部網站存取權限之員工及承包商查閱。

用於判定保留期的標準包括：

- 在我們持續與員工或承包商維持關係期間；
- 我們須履行的法律義務有此要求；
- 考量我們的法律地位而屬適當者（例如考量消滅時效、訴訟或監管調查者）。
- 為達到使用及處理目的所必要的期間。

IX. 有疑問嗎？

任何員工或承包商如對本須知有任何疑問、疑慮或申訴事項，請透過電子郵件 hrsc.apac@bofa.com 或電話 00800-2722-4772 或 +65-6591-1166 聯絡人力資源服務中心。

在某些國家，如果您對本公司處理您個人資料的方式有其他額外疑問，您可以使用以下聯絡資訊，聯絡您的當地資料保護官員：

亞太地區司法轄區	connect.dpo@bofa.com
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員工及承包商可能有權利向當地資料保護主管機關提出申訴。

X. 對本須知的修訂

本公司如果對其蒐集或使用個人資料的方式、其蒐集的個人資料類型或本須知其他任何方面有任何重大修訂者，本公司應在合理情況內盡速透過重新發佈經修訂須知或根據相關法律採取其他措施（包括在必要時取得員工及承包商的同意），通知員工及承包商。

XI. 特定司法管轄權條款

台灣

請見附錄 1 及 2 以查看司法部所指示相關標準使用目的及個人資料類型。

對本須知的同意

本人已閱讀 2021 年 5 月版本的「員工和承包商資料保護須知」。本人明確且自願同意，本須知條款適用於在本人受雇期間或受委任期間，本公司對本人個人資料（其中包括敏感性個人資料，以及本人個人資料之國際傳輸，且其傳輸目的地司法轄區之資料保護法律所提供之資料保護程度，可能有異於本人所在司法轄區之法律）所為之蒐集、處理、使用及國際傳輸作業。

本人在此確認，在提供公司任何其他個人之個人資料（若適用）前，我已根據本須知所列，提供其個人資料處理及其相關權益所有資訊，且我已在必要情況下獲得該等個人之就其個人資料之處理的明確同意。

欲瞭解如何對本須知表示同意者，請參閱相關指示說明。

對於以下國家，請簽署、掃描、並向您的當地 HR 團隊提交簽署副本：

中國與印度 BACI：

員工姓名

簽名

日期

附件 A - 員工

請參閱[這裡](#)所連結的矩陣，查看針對各種用途可能蒐集的資料類別，其摘要如後所述。該矩陣亦可提供予新進且尚未獲得內部網站存取權限之員工查看。

我們可能蒐集、使用、傳輸和揭露的個人資料類別（但相關法律限制者除外）：

- **招聘/求職者資訊：**入職前推薦；就業經歷；使用語言；先前薪酬；錄影紀錄。
- **就業和職位資訊：**職銜及/或職位及職責描述；職務所屬單位；所在地；級別/資歷；員工識別碼；部門；業務單位分部；本公司當地法人個體名稱；成本中心資訊；入職日期；主管/經理/團隊負責人姓名和聯絡資訊；工作聯絡資訊；離職詳細資訊。
- **個人的人口統計資訊：**生日和出生地；受撫養人生日；國籍；性別；姓名（包括出生姓氏和其他曾用名）；受撫養人全名；家庭/婚姻狀況；出生證明副本；兵役詳細資訊。
- **簽證 / 國籍詳情：**工作資格狀態；居住權；國籍；護照詳細資訊；簽證詳細資訊；國家身分證號碼。
- **聯絡詳情：**地址、電話、電子郵件和緊急聯絡資訊。
- **工資：**社會保險號碼或其他稅籍識別號碼；Mynumber；銀行帳戶資料；完整地址；稅賦及社會保險繳納情況；薪資金額和預扣款項及其他財務資訊；排班與加班資料；稅務表單如 P60（英國）。
- **員工行政管理：**推薦函；提問管理紀錄；彈性工時要求；錄音紀錄；錄影紀錄（例如員工大會）。
- **全球移動：**商務差旅資訊（包含商務簽證詳情以及旅遊紀錄與行程）。
- **缺勤紀錄：**缺勤紀錄如生病、放假及產假。
- **出勤紀錄：**工作時間指示詳情。
- **實體保全及生命安全資料：**刷卡進入資料；閉路電視；照片（門禁身份識別卡）；意外及事故通報；生物識別資料；工作場所健康安全相關目的所需要之資料。
- **薪酬：**薪酬資訊（包括底薪、市場薪資、獎金、員工認股權資訊及津貼）。
- **退休金：**退休規劃相關資訊。
- **員工福利：**福利紀錄暨相關資訊，如健康保險、人壽保險
- **教育和訓練：**學業紀錄、專業資格和會籍；專業訓練；公司內部培訓；錄影紀錄。
- **監管資料（若適用）：**許可證和證書；財務監管註冊資料；錄音紀錄。
- **繼任規劃詳情：**通報架構；人才管理與繼任規劃資料（包括職務調動偏好、指派人才庫日期、人才庫名稱與描述、專業領域、一般管理經驗、領導行為、優勢與發展需求）。
- **績效/發展計畫/360檢視：**績效相關資訊（包括考核與評等（成果評等、行為評等、潛能評等）、績效目標描述、重點競爭力描述）。

- **ER 案件/遵規/法務管理**：發展領域、指導筆記、他人回饋意見、自我評量說明、經理審核說明、績效期望、評量條件、行動日期、經理進度筆記；生涯發展資訊；聘僱懲戒紀錄；活動與調查；任何申訴相關資訊。
- **技術資料**：包括使用者名稱與密碼、語音資料、IP 位址、網域、瀏覽器類型、作業系統、點擊流資料與系統紀錄) 及您使用本公司系統或在本公司履行職務期間所建立或製造之電子及非電子內容與文件。
- **證券和股票交易**：外部業務活動和董事職位詳細資料 (與聘僱相關目的有關者)；證券和股票交易活動/經驗 (與聘僱相關目的有關者)。
- **敏感性個人資料**：例如種族或族裔來源、身體及/或心理健康、刑事起訴/定罪紀錄、性傾向、宗教或哲學信仰、生物識別資訊、工會會籍狀況。
- **多元與包容性資料** (例如：退伍軍人狀態、種族、族裔、年齡、殘疾狀態、性傾向、性別、性別認同及性別表達相關資料)。
- **簽名**，包括數位影像及實體副本
- **線上或實體活動資料**：參與線上或實體活動所需要的資訊：演講者生平簡介、差旅細節、配偶/伴侶姓名、透過出席活動的父母或監護人蒐集之子女姓名及年齡、出席活動者的飲食需求、出席活動者的特殊協助需求。

我們可能蒐集、使用、傳輸和揭露個人資料的目的：

- 執行並管理員工聘僱關係、一般行政與預算編列；準備、管理並使用內部通訊。
- 招募活動、人才管理與繼任規劃。
- 員工的驗證/身份識別，包括語音驗證 (例如：供服務台使用)。
- 人力資源資訊系統 (Human resources information systems, HRIS) 及求職支援和發展
- 資訊科技與資訊安全支援 (包括防火牆監視、反垃圾郵件與病毒防護、及其他監控作業，例如依據本公司地區網路安全監管須知辦理)。
- 管理內部業務營運 (包括監控對本公司政策與程序之遵循情形，例如依據本公司地區網路安全監管須知辦理)。
- 遵循相關的政府通報規定及其他當地和外國法律要求 (包括美國沙賓法案 (Sarbanes-Oxley Act) 或其他相關內部控管規範，以及在移民、稅務或法定財務規範等領域等法規) 及其他法律義務。
- 工資與薪酬管理、執行與處理 (包括薪酬數據指標與決策、獎金計算與員工認股計畫執行)。
- 遵循當地或外國州及/或國家特定稅務與移民法律與法規與工資通報規定，包括但不限於商務旅行。
- 福利與保險執行與管理 (包括員工借貸資格相關決策)。
- 培育職涯規畫與成長。

- 培訓、建議與顧問目的。
- 員工績效與產能審查/評核與一般績效管理。
- 對潛在法律請求權主張、調查及監管查詢之防禦、準備、參與及回應（均在相關法律許可情況下）。
- 紀律處分/調查（相關法律許可情況下）。
- 客戶與顧客服務與管理活動（包括但不限於包含於內部與外部網路與企業網路、行銷材料、活動管理材料、成交文件、投資人簡報和向我們客戶提供服務與產品所必要者）。
- 管理與客戶及其他第三方的關係（包括許可授權和登記機構、法律顧問、股票交易所或業務相對人）。
- 聘僱結束後目的（舉例來說，提供聘僱推薦、評估重新聘僱資格，及聘僱結束後期間可能符合本須知所列之任何目的者）
- 協助資訊科技營運支援服務（包括系統維護和錯誤修正）。
- 為推動公司設施的安全和健康工作條件。
- 多元與包容性資料係以彙整方式用於通報及宣傳目的。排除殘疾狀態的多元與包容性資料，會基於人才管理、繼承規劃、訓練及會議機會等目的，以個人可識別方式作使用。
- 企業校友會計畫，以便跟前員工進行互動
- 線上或實體活動（包括參與線上或實體活動所需要的資訊。視情況可能包括您的配偶或子女的資訊。在虛擬或實體活動的情況下，當個人前往我們線上網站註冊活動、參加活動、要求取得活動資訊、下載內容、或透過我們客戶關係夥伴分享對活動參與的興趣，我們就可能蒐集個人資料或其他資訊。
- 管理志工與捐贈計畫

我們可能與其共用個人資訊的非附屬第三方的類別

- **專業顧問：**本公司經營業務所在國家的會計師、稽核師、律師、保險業者、銀行業者、稅務顧問及其他外部專業顧問。
- **服務提供商：**在本公司經營業務所在國家向本公司提供產品和服務的公司，例如工資、合作夥伴銀行、退休金計劃、福利提供商；人力資源服務、招聘及培訓提供商；績效管理、培訓、費用管理、IT 系統提供商和支援；接待及保全、餐飲及後勤服務提供商、翻譯服務、協助活動規劃及行銷活動的第三方、醫療或健康執業人員、貿易團體與協會，及其他服務提供商。
- **公共和政府當局：**在本公司經營業務所在國家規管或管轄本公司的實體，例如監管當局、執法機構、公共機構、許可授權和登記機構、司法機構及該等當局委任的第三方。
- **工會：**員工所屬的工會。

- **公司交易的關係方**：與任何提議或實際重組、合併、銷售、合資、轉讓、轉移或以其他方式處置本公司全部或任何部分業務、資產或股份相關的第三方（包括與任何破產或類似程序相關），例如證券交易所及商業交易對手。
- 按適用情況所需，本公司會提供及收受來自第三方（例如服務提供商）的合理協助，以便對資料主體存取請求做出回應。
- 目前及未來顧客及客戶。
- 活動供應商：協助活動辦理的活動供應商、舉辦人、演講者、志工、承包商及贊助人

附件 B - 承包商

請參閱[這裡](#)所連結的矩陣，查看針對各種用途可能蒐集的資料類別，其摘要如後所述。該矩陣亦可提供予新進且尚未獲得內部網站存取權限之承包商查看。

我們可能蒐集、使用、傳輸和揭露的個人資料類別（但相關法律限制者除外）：

- **招聘/求職者資訊**：入職前推薦；就業經歷；使用語言；先前薪酬；錄影紀錄。
- **職位資訊**：職銜及/或職位及職責描述；職務所屬單位；所在地；級別/資歷；承包商識別碼；部門；業務單位分部；本公司當地法人個體名稱；成本中心資訊；受委任日期；主管/經理/團隊負責人姓名和聯絡資訊；工作聯絡資訊；離職詳細資訊。
- **個人的人口統計資訊**：生日和出生地；受撫養人生日；國籍；性別；姓名（包括出生姓氏和其他曾用名）；受撫養人全名；家庭/婚姻狀況。
- **簽證 / 國籍詳情**：工作資格狀態；居住權；國籍；護照詳細資訊；簽證詳細資訊；國家身分證號碼。
- **聯絡詳情**：地址、電話、電子郵件和緊急聯絡資訊。
- **承包商行政管理**：推薦函；提問管理紀錄；工作安排請求；錄音紀錄；錄影紀錄（例如：員工大會）。
- **全球移動**：商務差旅資訊（包含商務簽證詳情以及旅遊紀錄與行程）。
- **缺勤紀錄**：缺勤紀錄如生病、放假及產假。
- **出勤紀錄**：工作時間指示詳細資訊。
- **實體保全及生命安全資料**：刷卡進入資料；閉路電視；照片（門禁身份識別卡）；意外及事故通報；生物識別資料；工作場所健康安全相關目的所需要之資料。
- **薪酬**：薪酬資訊（包括薪資率）。
- **承包商福利**。
- **教育和訓練**：學業紀錄、專業資格和會籍；公司內部培訓；錄影紀錄。
- **監管資料（如適用者）**：例如：錄音紀錄；錄影紀錄（例如：員工大會）。
- **ER 案件/違規/法務管理**：任何申訴/調查相關資訊、行動日期。

- **技術資料：** 包括使用者名稱與密碼、語音資料、IP 位址、網域、瀏覽器類型、作業系統、點擊流資料與系統紀錄) 及您使用本公司系統或在本公司履行職務期間所建立或製造之電子及非電子內容與文件。
- **證券和股票交易：** 外部業務活動和董事職位詳細資訊 (與委任相關目的有關者) ；證券和股票交易活動/經驗 (相關者) 。
- **敏感性個人資料：** 例如種族或族裔來源、身體及/或心理健康、刑事起訴/定罪紀錄、性傾向、宗教或哲學信仰、生物識別資訊、工會會籍狀況。
- **簽名，** 包括數位影像及實體副本
- **線上或實體活動資料：** 參與線上或實體活動所需要的資訊，包括演講者生平簡介、差旅細節、配偶/伴侶姓名、透過出席活動的父母或監護人蒐集之子女姓名及年齡、出席活動者的飲食需求、出席活動者的特殊協助需求。除活動係直接涉及工作任務外，承包商不得參與活動。

就承包商而言，我們可能蒐集、使用、傳輸和揭露個人資料的目的：

- 執行、締約及管理委任關係、一般行政與預算編列；準備、管理及使用內部通訊。
- 招募活動與資源規劃。
- 承包商的驗證/身份識別，包括語音驗證 (例如：供服務台使用) 。
- 人力資源資訊系統 (Human resources information systems, HRIS) 及求職支援和發展
- 資訊科技與資訊安全支援 (包括防火牆監視、反垃圾郵件與病毒防護、及其他監控作業，例如依據本公司地區網路安全監管須知辦理) 。
- 管理內部業務營運 (包括監控對本公司政策與程序之遵循情形，例如依據本公司地區網路安全監管須知辦理) 。
- 遵循相關的政府通報規定及其他當地和外國法律要求 (包括美國沙賓法案 (Sarbanes-Oxley Act) 或其他相關內部控管規範，以及在移民、稅務或法定財務規範等領域等法規) 及其他法律義務。
- 薪酬管理與執行 (包括薪資率相關事宜) 。
- 遵循當地或外國州及/或國家特定稅務與移民法律與法，包括但不限於商務旅行。
- 福利執行與管理。
- 培訓、建議與顧問目的。
- 承包商評估。
- 對潛在法律請求權主張、調查及監管查詢之防禦、準備、參與及回應 (均在相關法律許可情況下) 。
- 調查 (適用法律許可範圍內) 。
- 客戶與顧客服務與管理活動 (包括但不限於包含於內部與外部網路與企業網路、行銷材料、活動管理材料、成交文件、投資人簡報和向我們客戶提供服務與產品所必要者) 。

- **管理與客戶及其他第三方的關係**（包括許可授權和登記機構、法律顧問、股票交易所或業務相對人）。
- **委任結束後目的**（例如：提供承包商推薦、評估重新聘僱資格，以及委任結束後期間可能符合本須知所列之任何目的者）。
- **協助資訊科技營運支援服務**（包括系統維護和錯誤修正）。
- **為了推動公司設施的安全和健康工作條件。**
- **多元性與包容性通報。**
- **線上或實體活動**（包括參與線上或實體活動所需要的資訊。視情況可能包括您的配偶或子女的資訊。在虛擬或實體活動的情況下，當個人前往我們線上網站註冊活動、參加活動、要求取得活動資訊、下載內容、或透過我們客戶關係夥伴分享對活動參與的興趣，我們就可能蒐集個人資料或其他資訊。**除活動係直接涉及工作任務外，承包商不得參與活動。**

我們可能與其分享個人資訊之非附屬第三方的類別

- **專業顧問**：本公司經營業務所在國家的會計師、稽核師、律師、保險業者、銀行業者、稅務顧問及其他外部專業顧問。
- **服務提供商**：在本公司經營業務所在國家向本公司提供產品和服務的公司，例如：福利提供商；人力資源服務、招聘及培訓提供商；培訓、費用管理、IT 系統提供商和支援；接待及保全、餐飲及後勤服務提供商、翻譯服務、協助活動規劃及行銷活動的第三方、貿易團體與協會，及其他服務提供商，其中按適用情況可包括您的雇主或公司。
- **公家機關和政府主管機關**：在本公司經營業務所在國家規管或管轄本公司的實體，例如監管當局、執法機構、公共機構、許可授權和登記機構、司法機構及該等當局委任的第三方。
- **工會**：承包商所屬的工會。
- **公司交易的關係方**：與任何提議或實際重組、合併、銷售、合資、轉讓、轉移或以其他方式處置本公司全部或任何部分業務、資產或股份相關的第三方（包括與任何破產或類似程序相關），例如證券交易所及商業交易對手。
- **目前及未來顧客及客戶。**
- **活動供應商**：協助活動辦理的活動供應商、舉辦人、演講者、志工、承包商及贊助人。**除活動係直接涉及工作任務外，承包商不得參與活動。**