

[APAC Entities](#)**RECRUITMENT DATA PROTECTION NOTICE**

Effective: 1 September 2023

Enactment and Amendments to this Privacy Policy

This privacy policy was enacted on 1st September 2023 and will be effective from 1st September 2023. If there are any additions, deletions, or modifications due to changes in laws, policies, or security technologies, the revised privacy policy will be announced on the company's website at least 7 days prior to its implementation, along with the reasons and details for the changes.

History of Enactment and Amendment of Privacy Policy

No.	Date of Enactment and Amendment	Details of Amendment
1	1 st September 2023	Newly Enacted

[English version](#)[Korean version](#)**I. INTRODUCTION**

One or more of the entities set out in [Appendix B](#) (being the legal entity/ies to which the applicant is applying) (the “Company”) has prepared this Recruitment Data Protection Notice (“Notice”) to outline its practices regarding the collection, use, storage, transfer and other processing of individually identifiable information collected from or about Applicants (“Personal Data”). “Applicant” refers to any individual who submits Personal Data, or about whom Personal Data has been acquired, in order to be considered for an actual or potential job vacancy, or who attends or applies to attend a career event.

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

[English version](#)
[Korean version](#)

II. PERSONAL DATA COLLECTION AND PURPOSES OF USE

Good recruitment and talent management 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](#) 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 referees, 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 for the performance of your future contract of employment if successful at recruitment stage, or in order to take steps at your request prior to entering into that contract, (iii) because such information is of particular importance to us and we have a specific legitimate interest under applicable law to process it, (iv) where public interest requires it, (v) where the Personal Data is necessary for the establishment, exercise or defence of legal claims, or (vi) where necessary to protect the vital interests of you or another person.

The Company does not use the Personal Data of any Applicant for direct or indirect marketing purposes, except where the Company obtains the Applicant's express consent to do so and provides the Applicant with the subsequent right to object to the use of Personal Data for direct or indirect marketing purposes at any time and at no charge. However, non-essential cookies are collected on some sites that the company uses. Please refer to the following [policy](#).

III. SENSITIVE PERSONAL DATA

The Company may collect and process certain special or other significant categories of Personal Data ("Sensitive Personal Data") about Applicants where required by or permitted under applicable law, where necessary for the establishment, exercise, or defence of legal claims, or, where necessary, the Applicant has provided explicit consent. Subject to applicable law, the Company may process information about:

- physical and/or mental health for the purposes of addressing potential workplace health, safety and accommodation issues, and assessing absence data during the recruitment process
- criminal charges/convictions or unlawful behaviour for recruitment and pre-employment screening purposes, and for the assessment of registration and licensing requirements
- data related to sexual orientation, race and/or ethnic origin, gender, gender identity and gender expression and physical and/or mental health 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](#)

IV. PERSONAL DATA ABOUT OTHER INDIVIDUALS

If an Applicant provides the Company with Personal Data about other individuals (e.g., individuals listed by Applicants as referees), it is the Applicant's responsibility to inform such individuals of their rights (see Sections XI and XII) and to obtain their explicit consent, where necessary under applicable law, to the processing (including transfer) of that Personal Data as set out in this Notice.

V. MEANS OF COLLECTION AND USE

During and in connection with the recruitment and talent identification process, and in order to be considered for actual and potential job vacancies, the Company may collect Personal Data directly from Applicants through the completion and submission of online application forms and profiles, through resumes or curricula vitae, or through interviews or other communications (both verbally and in writing) with Applicants. The Company may also collect Personal Data from other sources, including specialist third party providers of recruitment services, career or professional social networking sites, and publicly available sources. Personal information will be collected to the extent permitted by applicable law and as appropriate for the actual or potential job vacancy or career event for which the Applicant is seeking to be considered.

If you are sharing information for an individual who is based in EEA, Switzerland or UK please provide them with a copy of this Data Protection Notice.

Collection, use, processing, disclosure, or international transfer of Personal Data may be by automated or manual means, including by hard-copy or soft-copy documents or other appropriate technology.

VI. COOKIES

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

VII. DATA STORAGE AND ACCESS BY COMPANY PERSONNEL

The Company maintains an automated record of the Personal Data of the Applicant. The Company may also maintain hard-copy records on Applicants. The Company maintains these records in secure environments, including in the Company's HR Information System and other applicant tracking systems. Personal Data may be stored in the Applicant's home jurisdiction and/or in other jurisdictions in which the Company has operations.

Where permitted by applicable law, access to Personal Data is restricted to those individuals who need such access for the purposes listed in [Appendix A](#), including but not limited to members of the Human Resources Department and the managers involved in the recruitment process, and to authorized 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.

VIII. 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 and for the purposes described in this Notice) 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 applicable law in the Applicant's home jurisdiction. The Company will take all reasonable measures to protect Personal Data, including Sensitive Personal Data. A list of affiliates belonging to the Bank of America Corporation group is

available upon request by contacting the Data Protection Officer using the contact information provided in Section XIII of this notice.

- 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](#), the Company will delegate such processing in writing, will choose a data processor that provides sufficient guarantees with respect to technical and organisational 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 legitimate interests of the Company (unless this would prejudice the rights and freedoms or interests of the Applicant), or in the Company's judgement to comply with applicable legal or regulatory obligations and regulatory inquiries or requests.

IX. SECURITY

The Company maintains appropriate technical and organisational 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.

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

Applicants 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 unrelated individuals, or that otherwise are not subject to data subject access rights). Any Applicant who wishes to access his/her Personal Data or (where permitted under applicable law) request portability of their data, should contact the Data Protection Officer using the contact information set out in Section XIII below.

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

To assist the Company in maintaining accurate Personal Data, Applicants must ensure they keep their Personal Data up to date on the Company's online recruitment system, or by informing the Global Talent Acquisition group via: internationaltalentacquisitionoperations@bankofamerica.com. 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, Applicants 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, 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 enquiries, Applicants should contact a member of the Global Talent Acquisition group using the contact information set out in Section XIII below. Under applicable law, in certain circumstances, the Company may be 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.

XI. MODALITIES OF THE PROCESSING AND DATA RETENTION

The processing of Personal Data is carried out with the aid of manual and electronic tools. The Company will maintain your Personal Data for as long as it is required to do so by applicable law, or for as long as necessary for the purpose(s) of use and processing in Section II, whichever is longer ("Initial Retention Period"). With the exception of the countries listed below, if your application is unsuccessful, your Personal Data will be retained for an Initial Retention Period of 6 months.

In addition, the Company will, with your consent, retain your Personal Data after the expiry of the Initial Retention Period in its talent management database so that it may contact you with details of suitable positions that arise, and which may be of interest to you. If you do not wish the Company to retain your Personal Data in its talent management database after the expiry of the Initial Retention Period, you may request that your Personal Data be deleted. You may make this request at any time, but your

request will not be actioned until the Initial Retention Period has expired. With the exception of the countries listed below, if your application is unsuccessful, unless you do not consent to your Personal Data being retained by the Company in its talent management database, or you subsequently request that your Personal Data be deleted, your Personal Data will be retained for a total of 2 years after the date of last recorded contact with you.

Any maximum storage term set forth by applicable law will prevail. The Company will delete Personal Data after the applicable retention period.

If your application is successful, your application is retained as part of your personnel record.

XII. OTHER RIGHTS AND CONSEQUENCES

To ensure good recruitment and talent management practices, and the effective running of the Company's business, it is mandatory for the Company to collect, use, store, transfer and otherwise process the Personal Data marked with an asterisk in [Appendix A](#) (unless otherwise indicated during the application process). It is voluntary for Applicants to provide other types of Personal Data and information about themselves.

To the extent available under applicable law, Applicants have the right to object to the collection, use, storage, transfer or other processing of Personal Data as described in this Notice, the right to withdraw consent to or request discontinuance of collection, use, storage, transfer or other processing of Personal Data as described in this Notice, and to request deletion of such Personal Data. However, objections to the collection, use, storage, transfer or other processing of Personal Data, withdrawals of consent, requests for discontinuance and requests for deletion may affect the Company's ability to consider an Applicant for an actual or potential job vacancy or career event, and to process a related application for employment to the extent that the purposes set out in this Notice cannot be achieved.

The criteria used to determine our retention periods include:

- as long as we have an ongoing relationship with the Applicant;
- 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 necessary to achieve the purpose of use and processing.

Should any Applicant who wishes to object to the collection, use, storage, transfer, or other processing of Personal Data as described in this Notice, to withdraw consent, to request discontinuance or to request deletion should contact a member of the Global Talent Acquisition group using the contact information set out in Section XIII below.

Under applicable law, in certain circumstances, the Company may be 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.

XIII. QUESTIONS

Should any Applicant have any questions, concerns or complaints about this Notice, please contact a member of the Global Talent Acquisition group via:

internationaltalentacquisitionoperations@bankofamerica.com

The Company will make every effort to resolve any questions, concerns, or complaints promptly and in accordance with applicable law.

You may have the right to lodge a complaint with the Data Protection Authority in your country.

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

Bank of America, N.A. Seoul Branch
Ahee Park, Chief Personal Information Protection Officer and COO
82-2-788-1542

You may also contact us at <dpo@bofa.com>.

Applicants may have the right to lodge a complaint with the local Data Protection authority.

XIV. CHANGES TO THIS NOTICE

The most up-to-date Notice is posted to the Bank of America Careers Website.

XV. JURISDICTION-SPECIFIC CLAUSES

Korea: You acknowledge that this Notice and Declaration of Consent is designed to be read and understood together with any accompanying Korea-specific forms. The Company may collect and process certain special or other significant categories of personal data in Annexure 1. In the event of any inconsistency, the detailed information in the “Consent to Collection, Use and Provision of Personal (Credit) Information” will prevail. This Notice should also be read in conjunction with the “Policy on Processing (Handling) of Personal Information”, a copy of which is available from Korea Compliance.

Consent of the Notice

I have read the “Recruitment Data Protection Notice” dated September 2023. I expressly and voluntarily consent to the application of its terms regarding the collection, processing, use, and international transfer of my Personal Data (and Sensitive Personal Data) by the Company whilst acknowledging that data protection laws in other jurisdictions to which my Personal Data (and Sensitive Personal Data) is being transferred to may not provide the equivalent level of protection to the laws of my home jurisdiction during and in connection with the course of my 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 (and, where applicable, written, or separate) consent of those individuals.

Please refer to instructions for how to consent to the Notice, subject to applicable law. The Company may process information about your race or ethnicity, criminal history data, passport numbers, driver’s licenses or other official national identifiers, and biometric data inclusive of data collected through technical means such as fingerprints and iris scans.

APPENDIX A

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

[General Personal Information]

	Purposes of Processing of Personal Information	Items of Personal Information to be Processed
Mandatory item	<ul style="list-style-type: none"> • Recruiting activities, talent management, succession planning, expense management and general administration (e.g., event management materials, keeping your application data on file, communication with Applicants about any actual or potential job vacancy or career event, conduct of interviews, consideration of eligibility for selection as candidate for employment, offer approval and Corporate Alumni program for previous employees) • Authentication/identification of Applicants • Human resources information systems (“HRIS”) and application support and development • Information technology and information security support (anti-spam and virus protection, and other monitoring) • Management of internal business operations (internal business processes, such as data analysis, monitoring, testing and audits) • Complying with applicable government reporting and other applicable and foreign law requirements (including 	<ul style="list-style-type: none"> • Recruitment/applicant information: Employment history; employer name; language(s) spoken; previous compensation • Personal demographic information: Name (including birth surname and any other former names) • Visa/citizenship details: Entitlement to residency • Management of the Applicant: Applicant tracking records and query management records • Education and training: Academic and educational record, professional qualifications and memberships; professional training • Regulatory data (where applicable): Licenses and certifications; financial or other regulatory registration

	Purposes of Processing of Personal Information	Items of Personal Information to be Processed
	the requirements of the US Sarbanes-Oxley Act or other applicable internal control regulations; in areas such as immigration, tax, or statutory financial regulation) and other legal obligations	
Optional item	<ul style="list-style-type: none"> • Recruiting activities, talent management, succession planning, expense management and general administration (e.g., event management materials, management of application data on file, communication with Applicants about any actual or potential job vacancy or career event, job interviews, consideration of eligibility for selection as candidate for employment, offer approval and corporate alumni program for previous employees) • Authentication/identification of Applicants • Human resources information systems (“HRIS”) and application support and development • Information technology and information security support (including anti-spam and virus protection, and cyber security monitoring) • Management of internal business operations (internal business processes, such as data analysis, monitoring, testing and audits) • Complying with applicable government reporting and other applicable and foreign law requirements (including the requirements of the US Sarbanes-Oxley Act or other applicable internal control 	<ul style="list-style-type: none"> • Recruitment/applicant information: Pre-employment references, voice and video recording • Employment and job information: Location; band/seniority; department; line and sub-line of business; local Company entity name; employment dates; supervisor/manager/team leader name and contact information • Personal demographic information: Gender; date and place of birth • Diversity and inclusion: Gender, gender identity, gender expression • Visa/citizenship details: Work eligibility status; nationality, citizenship; visa details; social insurance number or other tax identifier number • Contact details: Address, telephone, and emergency contact details • Expenses: Bank account details • Management of the Applicant: Voice recording and video recording; recommendation letters; query management records • Attendance data: Details of work hours • Physical security and life safety data: Swipe card entry data; CCTV; photograph

	Purposes of Processing of Personal Information	Items of Personal Information to be Processed
	regulations; in areas such as immigration, tax or statutory financial regulation) and other legal obligations	(Security ID Card where applicable); accident and incident reporting <ul style="list-style-type: none"> • Compensation: Compensation information (including base salary, market rates, incentive payment(s), stock options information and allowances) • Technical information: Including username, passwords, and device-related information (e.g., IP addresses)

[Unique Identification Information]

	Purposes of Processing of Personal Information	Items of Personal Information to be Processed
Mandatory item	<ul style="list-style-type: none"> • Recruiting activities, talent management, succession planning, expense management and general administration (e.g., event management materials, management of application data on file, communication with Applicants about any actual or potential job vacancy or career event, job interviews, consideration of eligibility for selection as candidate for employment, offer approval and corporate alumni program for previous employees) • Authentication/identification of Applicants 	<ul style="list-style-type: none"> • Visa/citizenship details: Passport details, National ID

[Sensitive Information]

	Purposes of Processing of Personal Information	Items of Personal Information to be Processed
Mandatory item	<ul style="list-style-type: none"> • Recruiting activities, talent management, succession planning, expense management and general administration (e.g. 	<ul style="list-style-type: none"> • Physical and/or mental health for the purposes of addressing potential workplace health, safety

	Purposes of Processing Personal Information	Items of Personal Information to be Processed
	<p>event management materials, management of application data on file, communication with Applicants about any actual or potential job vacancy or career event, conduct job interviews, consideration of eligibility for selection as candidate for employment, offer approval and corporate alumni program for previous employee)</p> <ul style="list-style-type: none"> • Authentication/identification of Applicants • Human resources information systems (“HRIS”) and application support and development • Information technology and information security support (including anti-spam and virus protection, and cyber security monitoring) • Diversity and inclusion data analysis (certain diversity and inclusion data is used on a personally identifiable basis, for talent management, succession planning, and training and conference opportunities. Diversity and inclusion data, and other personal data, is used on an aggregated basis for reporting and promotions) • Management of internal business operations (internal business processes such as data analysis, monitoring, testing and audits) • Complying with applicable government reporting and other applicable and foreign law requirements (including the requirements of the US Sarbanes-Oxley Act or other applicable internal control regulations; in areas such as immigration, tax, or statutory 	<p>and accommodation issues and assessing absence data during the recruitment process</p> <ul style="list-style-type: none"> • Criminal charges/convictions or unlawful behavior for recruitment and pre-employment screening purposes and for the assessment of registration and licensing requirements • Data related to sexual orientation, race and/or ethnic origin, gender, gender identity and gender expression, physical and/or mental health 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

	Purposes of Processing Personal Information	Items of Personal Information to be Processed
	financial regulation) and other legal obligations	

The Company transfers the personal information of the applicants to countries outside of the Republic of Korea as follows:

Recipient	Country of Recipient	Recipient's Purposes of Use	Transferred Items	Transferred Date and Method	Recipient's Period of Retention and Use
Bank of America	Globally where we have presence - Bank of America Locations	Network and system operation, management, development, and user support. Data backup and retention, management of HR personnel information, operation of in-house hotline system. Conducting audits and inspections to verify compliance with laws and regulations in each country.	Refer to Appendix A above	Continuous transfer through online/offline	Refer to Section MODALITIES OF THE PROCESSING AND DATA RETENTION

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

- **Professional Advisors:** Accountants, auditors, lawyers, and other outside professional advisors in all 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 human resources services and recruitment, expense management, relocation services, IT systems suppliers and support, reception and security, catering and logistics services providers, translation services, third parties assisting with event organising and marketing activities, medical or health practitioners, and other service providers. Where appropriate, the Bank will offer and receive reasonable assistance from third parties (such as service providers) in order to respond to data subject access requests
- **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
- **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. The Company delegates personal information processing tasks as follows, and the delegatee may process personal information according to the purpose of delegation

Delegatee	Purpose of the Delegated Service	Description of Delegated Service
AMS BIDCOLTD	To provide recruitment administration assistance	Alexander Mann Solutions Corporation is the Recruitment Process Outsourcing (RPO) vendor.
AIM Screening PTE LTD	To provide Background Screening Services	Background Investigations Team use this service to screen applicants
EQUUS SOFTWARE LLC	To ensure accurate recording of expense management for global mobility purposes	GHR Global Mobility uses this platform for employee relocations as an expense management tool.

FRAGOMEN, DEL REY, BERNSEN & LOEWY LLP	To ensure that immigration applications and monitoring occurs in line with local laws	Law firm that provides Global Immigration Services, files immigration applications and monitors. Processes I-9s.
OLEEO LTD	To track campus candidate applications and to assist with event management functionality for campus recruiters	Oleeo, formerly World Careers Network, provides to the Global Human Resources Talent Acquisition team a campus candidate applicant tracking system (ATS) and Event Management functionality for campus recruiters.
SIRVA INC	To assist the Global Mobility Team with assisting employees with relocating to a new area	Global Relocation vendor used by GHR Global Mobility for all relocation functions including temporary housing, home buying and selling, shipping, packing, and storage of household goods.

General Personal Information

Recipient	Mandatory	Recipient's Purposes of Use	Transferred Items	Recipient's Period of Retention and Use
AMS BIDCO LTD	Yes	To provide recruitment administration assistance	ADDRESS~DATE OF BIRTH~DRIVER'S LICENSE NUMBER~E-MAIL ADDRESS~EMPLOYEE BENEFITS INFORMATION~EMPLOYEE LEGAL DOCUMENTS~INCOME~MOTHER'S MAIDEN NAME~NAME~PERSONNEL RECORDS~PHONE NUMBER~SOCIAL SECURITY NUMBER (OR COUNTRY EQUIVALENT)~UNIQUE CUSTOMER IDENTIFIER	Same as the period of retention and use of personal information in Paragraph 2. above
AIM Screening PTE LTD	Yes, if offered a role	To provide Background Screening Services	ADDRESS~CREDIT BUREAU DATA (E.G.FICO SCORE)~DATE OF BIRTH~E-MAIL ADDRESS~INCOME~PARTIAL SOCIAL SECURITY NUMBER (OR COUNTRY EQUIVALENT)~PERSONNEL RECORDS~PHONE NUMBER~SOCIAL SECURITY NUMBER (OR COUNTRY EQUIVALENT)~NAME	
EQUUS SOFTWARE LLC	Yes, if service is being used	To ensure accurate recording of expense management for global mobility purposes	ADDRESS~DATE OF BIRTH~E-MAIL ADDRESS~INCOME~NAME~OTHER DATA~PHONE NUMBER	
FRAGOMEN, DEL REY, BERNSEN & LOEWY LLP	Yes, if service is being used	To ensure that immigration applications and monitoring occurs in line with local laws	ADDRESS~AUTHENTICATION INFORMATION~DATE OF BIRTH~DRIVER'S LICENSE NUMBER~E-MAIL ADDRESS~IMAGE FILES~INCOME~MOTHER'S MAIDEN NAME~NAME~OTHER DATA~PARTIAL SOCIAL SECURITY NUMBER (OR COUNTRY EQUIVALENT)~PHONE NUMBER~SOCIAL SECURITY NUMBER (OR COUNTRY EQUIVALENT)	

OLEEO LTD	Yes, if applicant is a campus candidate	To track campus candidate applications and to assist with event management functionality for campus recruiters	ADDRESS~DATE OF BIRTH~E-MAIL ADDRESS~EMPLOYEE LEGAL DOCUMENTS~IMAGE FILES~NAME~OTHER DATA~PHONE NUMBER~SOCIAL SECURITY NUMBER (OR COUNTRY EQUIVALENT)
SIRVA INC	Yes, if service is being used	To assist the Global Mobility Team with assisting employees with relocating to a new area	ADDRESS~BANKING ACCOUNT NUMBERS~E-MAIL ADDRESS~EMPLOYEE LEGAL DOCUMENTS~IMAGE FILES~NAME~OTHER ACCOUNT NUMBERS~OTHER DATA~PHONE NUMBER~SOCIAL SECURITY NUMBER (OR COUNTRY EQUIVALENT)

APPENDIX B

Country	Legal Entity
South Korea	BANK OF AMERICA, NATIONAL ASSOCIATION - 서울지점
	MERRILL LYNCH INTERNATIONAL, LLC - 서울 지점

APPENDIX C

Consent to Collection, Use and Provision of Personal (Credit) Information (For Applicants)

To. Legal Entity named above – Appendix B

1. General Personal (Credit) Information

Collection and use of my personal (credit) information requires my consent thereto pursuant to Article 15, Paragraph (1), Item 1 and Article 22 of the Personal Information Protection Act and Articles 33 and 34 of the Use and Protection of Credit Information Act. I hereby agree that you may collect and use my personal (credit) information as follows:

<p>Purpose of Collection and Use</p>	<ul style="list-style-type: none"> ▶ Personnel Management: recruitment, retirement, promotion, evaluation, remuneration, reward & punishment, relocation, assignment, transfer, etc. ▶ Career Management: issuance of certificates regarding employment including certificate of employment, certificate of career and certificate of retirement and verification of relevant facts ▶ Wage Management: basic salary, allowance, bonus, incentive, severance payment (or retirement pension) etc. ▶ Compliance/Performance: compliance with any and all internal regulations / collective agreements, fair treatment and provision of opportunities among officers, employees and applicants, performance of legal and administrative obligations required to be performed by company under laws concerning employment, industrial security and health and foreign workers ▶ Security/Contact: protection of information processed by company, maintenance, improvement and monitoring of security system, prevention of unfair and illegal activities which may occur within company and collection of evidence etc. ▶ Marketing: provision of contact information to customers or other third parties for marketing or business purpose ▶ Compliance with Foreign Laws: overseas affiliates' compliance with foreign laws and cooperation with overseas regulators for their supervision 	
<p>Information To Be Collected and Used</p>	<p>Required Items</p>	<ul style="list-style-type: none"> ▶ Name, photo, date of birth, address, home telephone number, mobile phone number, e-mail, gender, military service, family members (including relationship with family members, name, age, occupation, co-habitancy, resident registration numbers of family members), vehicle identification number, etc. ▶ Educational background (college/university, location, major, year of entrance and year of graduation, graduation, GPA, etc.), career (company, title, responsible area, service period), qualification, history of awards / disciplinary actions, dates of employment, department, title, duties, etc. ▶ E-mails received and sent via company e-mail account, telephone conversation via office telephone and instant messenger communications via company communication network ▶ Video clips collected through the internal imagery information processor
	<p>Optional Items</p>	<ul style="list-style-type: none"> ▶ Place of registration, hobby
<p>Period of Retention and Use</p>	<p>My personal (credit) information collected by this consent continues to be retained and used until the above purpose of collection and use shall have been achieved.</p> <p>The relevant personal (credit) information will be destroyed when it is proven to become unnecessary to the extent that it is no longer required to be retained under relevant law.</p>	
<p>Right to Refuse & Disadvantages</p>	<p>The personal (credit) information classified as a required item may be collected and used without my consent in order to enter into and maintain an applicant relationship with me. However, I have the right not to consent to the collection and use of the relevant personal (credit) information, and in the absence of that consent, an applicant relationship may not be executed and maintained.</p>	

	I have a right not to consent to the collection and use of the personal (credit) information classified as an optional item, and in the absence of that consent, I may encounter disadvantages relating to personnel management provided by the company.
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I agree that you may collect and use my personal (credit) information as above.

- Required Items (**I agree.** **I do not agree.**)

- Optional Items (**I agree.** **I do not agree.**)

2. Unique Identification Information

Collection and use of my unique identification information requires my consent pursuant to Article 22 and Article 24, Paragraph (1), Item 1 of the Personal Information Protection Act. I hereby agree that you may collect and use my unique identification information as follows:

Information To Be Collected and Used & Purpose	Required Item	<p>► Items to be collected and used: resident registration number, <u>foreigner registration number</u></p> <p>► Purpose of collection and use: identification</p>
	Optional Item	<p>► Items to be collected and used: driver's license number, passport number</p> <p>► Purpose of collection and use: vehicle support necessary for business support</p>
Period of Retention and Use	<p><u>My unique identification information collected by this consent continues to be retained and used until the above purpose of collection and use shall have been achieved. The relevant unique identification information will be destroyed when it is proven to become unnecessary to the extent that it is no longer required to be retained under relevant law.</u></p>	
Right to Refuse & Disadvantages	<p>I have the right not to consent to the collection and use of my unique identification information. However, in the absence of consent to the collection and use of required unique identification information items, an applicant relationship may not be executed and maintained, and in the absence of consent to the collection and use of optional unique identification information items, I may not be provided with support such as vehicles support necessary for business support.</p>	

I agree that you may collect and use my unique identification information as above.

- Required Items (**I agree.** **I do not agree.**)

- Optional Items (**I agree.** **I do not agree.**)

3. Sensitive Information

Collection and use of my sensitive information require my consent pursuant to Article 22 and Article 23, Item 1 of the Personal Information Protection Act. I hereby agree that you may collect and use my sensitive information as follows:

Information To Be Collected and Used & Purpose	Required Item	<p>►Items to be collected and used: clinical history, disability, history of vaccination, health information including disease and injury, criminal records</p> <p>►Purpose of collection and use: personnel management and improvement of work environment, medical examination and medical aid</p>
	Optional Item	
Period of Retention and Use	<p><u>My sensitive information collected by this consent continues to be retained and used until the above purpose of collection and use shall have been achieved. The relevant sensitive information will be destroyed when it is proven to become unnecessary to the extent that it is no longer required to be retained under relevant law.</u></p>	
Right to Refuse & Disadvantages	<p>I have the right not to consent to the collection and use of my sensitive information. However, in the absence of consent to the collection and use of required items, an applicant relationship may not be executed and maintained.</p>	

I agree that you may collect and use my sensitive information as above.

- Required Items (I agree. I do not agree.)

4. Provision of General Personal (Credit) Information

The provision of my personal (credit) information to a third party requires my consent pursuant to Article 17, Paragraph (1), Item 1 and Article 22 of the Personal Information Protection Act and Article 32, Paragraph (1) and 34, Paragraph (1) of the Use and Protection of Credit Information Act. I hereby agree that you may provide my personal (credit) information to a third party as follows:

A. Provision of Required Items

Recipient	Country of Recipient (Contact)	Recipient's Purpose of Use	Items To Be Provided	Period of Retention and Use by Recipient
Financial supervisory authorities				Until the purpose of provision is achieved
Financial supervisory authorities overseas				
Affiliates				
IT service provider for the data processing				
Security service provider				
Government/third party service entities related to HR management				

B. Provision of Optional Items

Recipient	Country of Recipient (Contact)	Recipient’s Purpose of Use	Items To Be Provided	Period of Retention and Use by Recipient
Third party service providers related to employee benefits	Please refer to the BANA Associate Consent Letter Annex			Until the purpose of provision is achieved

Right to Refuse & Disadvantages	I have the right not to consent to the provision of my personal (credit) information. However, in the absence of consent to the provision of required items, an applicant relationship may not be executed and maintained, and further, where my personal information is not provided to KOFIA, I may encounter disadvantages relating to registering as a financial investment expert, among others. Additionally, in the absence of consent to the provision of optional items, I may suffer disadvantages relating to personnel management.
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I recognized details about provision of my general personal (credit) information to a third party at the company’s [BANA Associate Consent Letter Annex](#) and I agree that you may provide my personal (credit) information to a third party as above.

- Required Items (I agree. I do not agree.)
- Optional Items (I agree. I do not agree.)

5. Provision of Unique Identification Information

The provision of my unique identification information to a third party requires my consent pursuant to Article 22 and Article 24, Paragraph (1), Item 1 of the Personal Information Protection Act. I hereby agree that you may provide my unique identification information to a third party as follows:

A. Provision of Required Items

Recipient	Country of Recipient (Contact)	Recipient’s Purpose of Use	Items To Be Provided	Period of Retention and Use by Recipient
Financial supervisory authorities	Please refer to the BANA Associate Consent Letter Annex			Until the purpose of provision is achieved
Affiliates				
IT service provider for the data processing				
Government/third party service entities related to HR management				

Right to Refuse & Disadvantages	I have the right not to consent to the provision of my unique identification information. However, in the absence of consent to the provision of required unique identification information items, an applicant relationship may not be executed and maintained.
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I recognized details about provision of my unique identification information to a third party at the company's [BANA Associate Consent Letter Annex](#) and I agree that you may provide my unique identification information to a third party as above.

- Required Items (I agree. I do not agree.)

6. Provision of Sensitive Information

The provision of my sensitive information to a third party requires my consent pursuant to Article 22 and Article 23, Item 1 of the Personal Information Protection Act. I hereby agree that you may provide my sensitive information to a third party as follows:

A. Provision of Required Items

Recipient	Country of Recipient (Contact)	Recipient's Purpose of Use	Items To Be Provided	Period of Retention and Use by Recipient
Third party service providers	Please refer to the BANA Associate Consent Letter Annex			Until the purpose of provision is achieved

B. Provision of Optional Items

Recipient	Country Where Recipient Is Located (Contact)	Recipient's Purpose of Use	Items To Be Provided	Period of Retention and Use by Recipient
Third party service providers	Please refer to the BANA Associate Consent Letter Annex			Until the purpose of provision is achieved

Right to Refuse & Disadvantages	I have the right not to consent to the provision of my sensitive information. However, in the absence of consent to the provision of required items, an applicant relationship may not be executed and maintained.
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I recognized details about provision of my sensitive information to a third party at the company's [BANA Associate Consent Letter Annex](#) and I agree that you may provide my sensitive information to a third party as above.

- Required Items (I agree. I do not agree.)

I hereby confirm that I have provided correct information for the personal (credit) information, sensitive information and unique identification information of which I have consented to your collection and use, and I will immediately inform you of any change or error in the relevant personal (credit) information during the period of your possession thereof.

I have carefully read and sufficiently understood this consent letter and hereby submit this consent letter with my signature affixed hereto at my own discretion.

[Date]

Name:

Signature or (Seal)

Date of Birth:

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 pension insurance or other social insurances	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 to laws and regulations and for the need of financial supervision	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 examination	金融監督、管理與檢查
(063)	the collection, process and use of personal information by non-government agency for fulfillment of regulatory obligations	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 services	消費者、客戶管理與服務
(104)	billing management and credit transaction business	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 database management	資（通）訊與資料庫管理
(137)	information (tele-) communication security and management	資通安全與管理
(150)	auxiliary and back-office supporting management	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 processing	護照、簽證及文件證明處理

(173)	the supervision and management of target enterprises by other government agencies	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 incorporation	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 characteristic, etc	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 other non-family relationship etc	其他社會關係 - 例如:朋友、同事及其他除家庭以外之關係等
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 hobbies, sports and other entertainments, etc	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 examination takers	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