

EMPLOYEE AND CONTRACTOR DATA PROTECTION NOTICE

Effective: 1 August 2025

[English version](#)

[Traditional Chinese 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](#)

[Traditional Chinese 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. Certain data listed in this notice may require additional consent which will be obtained prior to the Company collecting the data.

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 the personal information has been voluntarily publicized by the data subject (to non-specific persons or a specific group of persons) or otherwise lawfully publicized; , (iv) where a public interest requires it, (v) where the Personal Data is necessary for the establishment, exercise or defense of legal claims, or (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; or (viii) because it is needed by an academic research institution, subject to prescribed conditions; or (ix) the personal information is obtained from publicly available sources (subject to condition that the data subject may object and prohibit processing on basis of overriding interests, and the organization must cease processing) and the rights and interests of the data subject are not harmed; and the rights and interests of the data subject will not be infringed.

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, Contractors, or dependents where required by or permitted under applicable law, where necessary for the establishment, exercise or defence of legal claims, or, where necessary, the Employee or Contractor has provided their 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 opportunity 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, or to otherwise comply with applicable law

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 FAMILY MEMBERS AND FRIENDS

If an Employee or Contractor provides the Company with Personal Information about members of their family and/or other dependents and friends (e.g., for emergency contact, benefits administration purposes and volunteering), it is that Employee’s or Contractor’s responsibility to inform such individuals and obtain agreement that their data can be shared with the Company. Should the individual have any questions, please refer them to this Data Protection Notice and Section IX for contact information.

If you are sharing information for an individual who is based in EEA, Switzerland or UK please provide them with a copy of the EMEA Regional [Data Protection 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. Access to the employee/contractor individual shared drive is provided to direct managers for 30 days post-termination.

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 Company 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. A listing of affiliates belonging to the Bank of America Corporation group can be provided using the contact information provided in the Questions section 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](#) 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. This is

documented in the [Information Security Monitoring Notice](#) which you should read in conjunction with this Notice.

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 their 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;
- rights related to automated decision making.

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 includes: 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 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 Data Protection Officer using the contact details below. For individual rights, 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	dpo@bofa.com
--------------------	--

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 way 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”. 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.

Appendix A - Employee

“We” or “our” refer to Bank of America legal entities that are data controllers; “you” or “yours” refer to employees.

The table below contains the purpose for which we may process your Personal Data, the types of processing activities that may take place and the category of personal information that would be used for such processing. More information is listed below the table about the personal information categories.

Purpose	Examples of processing activities	Personal Information Categories
Recruitment	Recruiting and hiring, which includes the sourcing of talent (internal and external) for open roles, requisition management, screening and selecting, and facilitating the new hire process.	<ul style="list-style-type: none"> Refer to the Recruitment Data Protection Notice(s) for categories of information collected during Recruitment and Legal Basis.
Pay, Compensation, and Benefits	Designing and delivering employee compensation, incentives, and benefits/recognition.	<ul style="list-style-type: none"> Associate Investment Information Benefits Records Car registration Compensation Information Confidential Unique Identifiers Employment Disciplinary Record Employment Information Financial Account Information Health Information and veteran and disability status to manage Leaves of Absence Information you provide about Family and Friends (dependents) Job Information Life Events Additional Documentation Personal Contact Information Retirement/Pension Planning Signatures Swipe card entry data – US only Tax Information Visa/Citizenship Information Work Performance/ Development Information Timekeeping/ Attendance/ Absence Data
Employee Learning	Building required skills in the workforce via needs assessments, deployment and delivery of learning solutions, and skill adoption and measurement.	<ul style="list-style-type: none"> Employment Information Photo/ Video/ Voice Recording Personal Contact Information Job Information Skills and Qualifications Timekeeping/ Attendance/ Absence Data (i.e., leave of absence status) Virtual or In Person Events Data Work Performance/ Development Information
Talent and Performance Management	Providing training and short- and long-term development as well as the activities for managing an employee's performance including establishing performance plans, monitoring, and reviewing performance, counselling employees. Also includes	<ul style="list-style-type: none"> Opportunity and Inclusion Data Employment Disciplinary and Investigations Record Employment Information Job Information Skills and Qualifications

Purpose	Examples of processing activities	Personal Information Categories
	processes related to employee licensing and certifications.	<ul style="list-style-type: none"> • Swipe card entry data • Talent and Succession Planning Data • Timekeeping/ Attendance/ Absence Data • Work Performance/ Development Information
Employee Support	<p>Employee and labour relations, including investigations into concerns, support for life events, relocations, immigration, relocation-related tax reporting, the resolution of pay and benefits escalations, and support for HR tools and information, engagement in Employee Networks, and information for the Alumni Network.</p> <p>*Personal information that you provide as an employee may be used to provide you with benefits and services of the Alumni Network if you become a member in the future.</p>	<ul style="list-style-type: none"> • Benefits Records • Business Travel Information • Compensation Information • *Confidential Unique Identifiers • Opportunity and Inclusion Data • Employment Disciplinary and Investigations Record • *Employment Information • *Financial account information • Health Information • Information you provide about Friends & Family (i.e., emergency contact information) • *Job Information • Outside Business Activities • *Personal Contact Information • *Retirement/Pension Planning • Signatures • Skills and Qualifications • Swipe card entry data • Tax Information • Timekeeping/ Attendance/ Absence Data • Visa/ Citizenship Information • Work Performance/ Development Information
Workforce Analytics and Reporting	Forecasting human capital needs and managing metrics concerning Workforce information.	<ul style="list-style-type: none"> • Compensation information • Opportunity and Inclusion Data • Employee engagement survey • Employment Information • Job Information • Personal Contact Information
Real Estate Facilities Management	Administering and providing operational support for all firm facilities, including leases, occupancy and space support services, and energy management. Also includes procuring and disposing of facilities, providing geographical oversight, and managing construction projects.	<ul style="list-style-type: none"> • Job Information • Timekeeping/ Attendance/Absence Data (i.e., Leave of Absence status and shift assignment (1st, 2nd, 3rd) for space management) • Signatures • Swipe card entry data
Security, Safety, and Health Operations	Activities related to the placement, maintenance, monitoring, management, and reporting on the physical safeguards to ensure security and safety for facilities, employees and clients and customers.	<ul style="list-style-type: none"> • Accident and Incident Reporting • Employment Information • Photo/ Video/ Voice Recording • Information you provide about Family and Friends (emergency contacts) • Job Information • Swipe card entry data • Health information, as necessary to promote the health and safety of the workforce and visitors to our facilities

Purpose	Examples of processing activities	Personal Information Categories
Enterprise Support Services	Supporting business and operational needs, including corporate communications, mail services, document destruction, and corporate hospitality and travel.	<ul style="list-style-type: none"> • Business Travel Information • Job Information • Personal Contact Information • Photo (e.g., Connections photo used in Skype, email, and other applications for personalization)
Access and Identity Management	Managing internal and external technology infrastructure access.	<ul style="list-style-type: none"> • Biometrics for authentication • Employment Information • Geolocation information, GPS information, IP address information • Photo/ Video/ Voice Recording • Job Information • Technical Information • Confidential Unique Identifiers (i.e., date of birth for authentication)
Technology Infrastructure and Operations Management	Operating and maintaining the technical infrastructure for hosting applications, including the hardware, operating systems, physical plant, and network connectivity for all computing platforms. Also includes processes for incident management impacting operations.	<ul style="list-style-type: none"> • Employment Information • Job Information • Technical Information
Information Security, Privacy, and Cyber Threat and Incident Management	Monitoring for and management of information security, privacy, and cyber threats and incidents.	<ul style="list-style-type: none"> • Any of the information listed below in The Categories of Personal Data we may Collect section along with Location Information: geolocation information, GPS information, IP address information may be used for this purpose in accordance with the relevant Information Security Monitoring Notice unless restricted by applicable law.
Business Continuity, Resiliency and Response	Establishing, maintaining, and testing plans to recover from disruptions in the businesses' ability to operate caused by natural or man-made disasters.	<ul style="list-style-type: none"> • Information you provide about Family and Friends (emergency contacts) • Job Information • Personal Contact Information
Marketing Strategy	Identifying marketing strategies and segments, the strategies for advertising, promotional campaigns, publication, and distribution of marketing materials across channels (including social media).	<ul style="list-style-type: none"> • Photo/ Video/ Voice Recording • Job Information
Manage Customer and Client Relationships	Managing the customer and client relationship through operations meetings, identifying sales opportunities, providing services, and / or managing portfolios.	<ul style="list-style-type: none"> • Photo/ Video/ Voice Recording • Job Information
Business Travel, Meeting Services and Events	Activities related to the development and management of centralized or geographical strategy and operations through third party for business travel, meeting services and events for legal entities or organization.	<ul style="list-style-type: none"> • Business Travel Information • Compensation Information • Confidential Unique Identifiers • Financial Account Information (employee expense reimbursement) • Photo/ Video/ Voice Recording

Purpose	Examples of processing activities	Personal Information Categories
		<ul style="list-style-type: none"> • Information you provide about Family and Friends (if they are attending events) • Job Information • Personal Contact Information • Signatures • Skills and Qualifications • Tax Information • Virtual or In Person Events Data • Visa/ Citizenship Information
Manage Social Responsibility: Activities	Managing the Corporate Social Responsibility Program as per legal entity or organization goals and geographical requirements, including administering volunteer and giving programs.	<ul style="list-style-type: none"> • Financial Account Information (voluntary payroll deductions) • Job Information • Photo/Video • Virtual or In Person Events Data
Employee Registration and Licensing and Certifications	Activities related to capturing (documentary evidence) professional credentials (registrations, licenses, and certifications) and ensuring they are current and compliant with applicable laws and regulations.	<ul style="list-style-type: none"> • Confidential Unique Identifiers • Employment Information • Job Information • Life Event Documentation (arrest & criminal documentation, court/legal documentation) • Outside Business Activities • Securities and Stock Trading • Skills and Qualifications • Personal Contact Information
	Adhering to registration requirements	<ul style="list-style-type: none"> • Fingerprinting (applicable countries only)
Background Re-screening	Conducting re-screening for existing employees when required for regulatory purposes, e.g., fit and proper, and licensing and registration.	<ul style="list-style-type: none"> • Confidential Unique Identifiers • Life Event Documentation (arrest & criminal documentation, court/legal documentation) • Outside Business Activities • Personal Contact Information • Signatures • Skills and Qualifications • Tax Information • Work eligibility status
Management of Compliance and Operational Risk	Processes related to managing compliance, operational, third party, reputational, and strategic risks.	<ul style="list-style-type: none"> • Any of the information listed below in The Categories of Personal Data we may Collect section may be used for these purposes unless restricted by applicable law
	Monitoring and managing regulated employees' compliance with applicable laws, rules, regulations and Company policies.	<ul style="list-style-type: none"> • Any of the information listed below in The Categories of Personal Data we may Collect section may be used for these purposes, in accordance with the relevant monitoring notice, unless restricted by applicable law
	Assessing adherence to Outside Business Activities – Enterprise Policy requirements and evaluating actual or perceived conflicts of interest.	<ul style="list-style-type: none"> • Outside Business Activities Information

Purpose	Examples of processing activities	Personal Information Categories
	Assessing adherence to Associate Investment Monitoring requirements and evaluating actual or perceived conflicts of interest.	<ul style="list-style-type: none"> Associate Investment Information
Regulatory Relationships and Exams	Managing regulatory relationships and exams.	<ul style="list-style-type: none"> Any of the information listed below in The Categories of Personal Data We May Collect section may be used for these purposes unless restricted by applicable law
Non-Financial Regulatory Reporting	Managing production and distribution of Non-Financial Reporting to meet regulatory requirements.	
Whistleblowing Investigations	Reviewing Personal Information provided by a whistleblower and information collected as part of an investigation into a whistleblowing concern and any follow up that is required.	
Legal Support	Legal advice and counsel required to support the business as well as publication of all legal and tax reporting requirements.	
Internal Audits	Performing independent assessments of the company's internal controls.	

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

- **Accident and Incident Reporting** (Sensitive Personal Information)
- **Associate Investment Information:** Details of personal investment accounts of employee and/or the employee's Affiliates (a family member, such as a spouse, domestic partner or children who live with the employee or any other person who is financially dependent upon the employee) to ensure they are compliant with applicable laws and regulations. Includes: Investment Firm name, Investment Account number, Investment Account Transaction Reports or Statements, and Securities and stock trading activity.
- **Benefits Records:** Enrolment and administration of benefits e.g., Health cover, Life Assurance, reimbursement information, family/marital status, dependent information, medical accommodations, car lease information (applicable countries only)
- **Biometrics** for authentication and to comply with applicable laws in relation to employee screening (Sensitive Personal Information)
- **Business Travel Information:** Visa details, Frequent Flyer ID, travel logs, and itineraries
- **Compensation Information:** Previous and current compensation, base salary, market rates, incentive payment(s), stock options and allowances
- **Confidential Unique Identifiers:** Date and place of birth, copy(ies) of birth certificate, birth surname and any other former names, National ID card, National ID, Social insurance number or other tax identifier number, MyNumber
- **Opportunity and Inclusion Data:** Race*, ethnicity*, veteran status, age, disability status, sexual orientation*, gender, gender identity, and gender expression. (*Sensitive Personal Information). Use of Opportunity and Inclusion Data outside of legitimate HR purposes is anonymous.

- **Employment Disciplinary and Investigations Record:** Information pertaining to any disciplinary grievances and/or concerns raised, activities and investigations
- **Employee engagement survey:** Results are reported anonymously
- **Employment Information:** Employment dates, termination details, query management records, flexible working requests, employee standing (e.g., Good Standing status), Bank/Trade Union
- **Financial Account Information:** Bank account details, payroll payments and deductions and other financial information
- **Fingerprinting Data** (applicable countries only): relevant identification data (name, employee ID number, CRD number, date and place of birth) and other characteristics (height, weight, sex, hair and eye colour (using a three-letter code), Employee signature, employer; biometric data (hard copy fingerprints) and racial data. This may include criminal convictions and offenses data
- **Health Information:** Information relating to health where relevant to public health or the safety of our facilities and workforce (e.g., COVID test results)
- **Information you provide about Family and Friends:** Dependent full names and date(s) of birth, emergency contact details, name and age of child/children collected through parents or guardians attending events, dietary requirements of individuals attending an event
- **Job Information:** Job title and/or position and description of responsibilities/duties, job family, location, band/seniority, Employee Identifiers (e.g., Person Number), department, line and sub-line of business, local Company entity name, cost centre information, supervisor/manager/team lead name and contact information, reporting structure, work contact information
- **Life Events Additional Documentation:** Medical/diagnosis documentation; personal circumstances; Return to Work Release Documentation; Death Certificate and Death Benefit documentation including beneficiary personal contact information and details; restraining orders, family custody legal/ orders; criminal records; military orders and documentation; personal insurance documentation e.g., house fire/hurricane damage report, health information for Fitness for Duty form, & Medical release of information with provider details (e.g., therapist name), arrest & criminal documentation, Court/legal documentation, Marriage & divorce certificates, Trust or estate documentation & ID numbers, Birth Certificates, sickness certificates.
- **Outside Business Activities:** Details of outside business activities and directorships (where relevant for employment-related purposes)
- **Personal Contact Information:** Address, Telephone, email, full address
- **Photo/ Video/ Voice Recording:** Video recording, CCTV, photograph, voice recording/data
- **Retirement/Pension Planning:** Information related to pension and retirement
- **Securities and Stock Trading:** Activity/experience (where relevant for employment-related purposes)
- **Signatures:** Including digital images and physical copies
- **Skills and Qualifications:** Pre-employment references, employment history, language(s) spoken, reference letters, academic record, professional qualifications and memberships, professional training, company internal training, licenses and certifications, financial regulatory registration, areas of expertise general management experience, leadership behaviour

- **Swipe card entry data**
- **Talent and Succession Planning Data:** Mobility preferences, date assigned to a talent pool, talent pool name and description, strengths, and development needs
- **Tax Information:** Tax contributions, tax forms, e.g., P60 (UK)
- **Technical Information:** Username and passwords, IP address, domain, browser type, operating system click-stream data and system logs, 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
- **Timekeeping/ Attendance/ Absence Data:** Shift and overtime data, absence details, e.g., sickness, holiday, and leaves of absence, Working Time Directive details
- **Virtual or In Person Events Data:** Speaker biographies, travel details, spouse/partner name, special assistance needs of individuals attending an event, name and age of child/children collected through parents or guardians, dietary requirements of individuals attending an event
- **Visa/ Citizenship Information:** Work eligibility status, entitlement to residency, citizenship, visa details, passport details
- **Work Performance/ Development Information:** Assessments and ratings (results rating, behaviour rating, potential rating), performance goals description, key competencies description, areas for development, coaching notes, feedback from others (e.g., 360), self-assessment description, manager review description, performance expectations, measurement criteria, action dates, manager progress notes, career development information

Third Parties with Whom We May Share Personal Information

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 outlined in the table below and, where applicable, in accordance with Section XI. Jurisdiction Specific Clauses of this Notice.

Type of Recipient	Personal Information Categories
-------------------	---------------------------------

<p>Professional Advisors: Accountants, auditors, lawyers, insurers, bankers, tax advisors and other outside professional advisors in all the countries in which the Company operates.</p>	<p>Personal information is shared, unless restricted by applicable law, with Professional Advisors and Service Providers to the extent they provide services that align with the purposes in the table above. The Personal Information categories shared with Professional Advisors and Service Providers aligns with the services they provide to the Company, including:</p> <ul style="list-style-type: none"> • Accident and Incident Reporting • Benefits Records • Biometrics • Business Travel Information
<p>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; asset managers that advise or sponsor investment products that the Company distributes to its clients; 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, real estate management, and other service providers.</p> <p>Note: Where appropriate, the Company will offer and receive reasonable assistance from third parties (such as service providers) to respond to data subject access requests.</p>	<ul style="list-style-type: none"> • Compensation Information • Confidential Unique Identifiers • Opportunity and Inclusion Data • Employment Disciplinary and Investigations Record • Employment Information • Financial Account Information • Health Information • Photo/ Video/ Voice Recording • Information you provide about Family and Friends • Job Information • Outside Business Activities • Personal Contact Information • Retirement/Pension Planning • Securities and Stock Trading • Signatures • Skills and Qualifications • Swipe card entry data • Talent and Succession Planning Data • Tax Information • Technical Information • Timekeeping/ Attendance/ Absence Data • Virtual or In Person Events Data • Visa/ Citizenship Information • Work Performance/ Development Information
<p>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.</p>	<ul style="list-style-type: none"> • Accident and Incident Reporting • Business Travel Information • Compensation Information • Opportunity and Inclusion Data (aggregate) • Employment Disciplinary an Investigations Record • Employment Information • Fingerprinting Data (applicable countries only) • Health Information (aggregate) • Photo/ Video/ Voice Recording • Job Information • Outside Business Activities • Retirement/Pension Planning

	<ul style="list-style-type: none"> • Securities and Stock Trading • Signatures • Skills and Qualifications • Tax Information (aggregate) • Timekeeping/ Attendance/ Absence Data • Visa/ Citizenship Information
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.	<ul style="list-style-type: none"> • Compensation Information • Confidential Unique Identifiers • Employment Information • Job Information • Skills and Qualifications • Talent and Succession Planning Data • Virtual or In Person Events Data • Visa/ Citizenship Information • Work Performance/ Development Information
Bank/Trade Unions: Bank/Trade unions to which the Employees are affiliated.	<ul style="list-style-type: none"> • Employment information • Job Information • Skills and Qualifications
Current or prospective customers and clients.	<ul style="list-style-type: none"> • Photo/ Video/ Voice Recording • Job Information
Event Vendors: Event vendors, organizers, speakers, volunteers, contractors, and sponsors to facilitate events	<ul style="list-style-type: none"> • Business Travel Information • Photo/ Video/ Voice Recording • Information you provide about Family and Friends (if they are attending events) • Job Information • Personal Contact Information • Virtual or In Person Events Data
Online Tracking providers: To improve technical and design features of our websites and platforms	<ul style="list-style-type: none"> • IP Address

Appendix B - Contractors

“We” or “our” refer to Bank of America legal entities that are data controllers; “you” or “yours” refer to contractors.

The table below contains the purpose for which we may process your Personal Data, the types of processing activities that may take place and the category of personal information that would be used for such processing. More information is listed below the table about the personal information categories.

Purpose	Examples of processing activities	Personal Information Categories
Pay, Compensation	Designing and delivering contractor compensation.	<ul style="list-style-type: none">• Confidential Unique Identifiers• Employment Information• Financial Account Information• Information you provide about Family and Friends (dependents)• Job Information• Personal Contact Information• Signatures• Skills and Qualifications• Tax Information• Timekeeping/ Attendance/ Absence Data• Visa/Citizenship Information
Workforce Learning	Building required skills in the workforce via needs assessments, deployment and delivery of learning solutions, and skill adoption and measurement.	<ul style="list-style-type: none">• Employment Information• Photo/ Video/ Voice Recording• Personal Contact Information• Job Information• Skills and Qualifications• Timekeeping/ Attendance/ Absence Data (i.e., leave of absence status)• Virtual or In Person Events Data
Workforce Support	Workforce relations, relocations, immigration, relocation-related tax reporting, the resolution of pay escalations, and support for HR tools and information.	<ul style="list-style-type: none">• Business Travel Information• Opportunity and Inclusion Data• Employment Disciplinary and Investigations Record• Employment Information• Job Information• Outside Business Activities• Personal Contact Information• Signatures• Skills and Qualifications• Swipe card entry data• Tax Information• Timekeeping/ Attendance/ Absence Data• Visa/ Citizenship Information
Workforce Analytics and Reporting	Forecasting human capital needs and managing metrics concerning Workforce information.	<ul style="list-style-type: none">• Opportunity and Inclusion Data• Employment Information• Job Information• Personal Contact Information

Purpose	Examples of processing activities	Personal Information Categories
Real Estate Facilities Management	Administering and providing operational support for all firm facilities, including leases, occupancy and space support services, and energy management. Also includes procuring and disposing of facilities, providing geographical oversight, and managing construction projects.	<ul style="list-style-type: none"> • Job Information • Signatures • Swipe card entry data
Security, Safety, and Health Operations	Activities related to the placement, maintenance, monitoring, management, and reporting on the physical safeguards to ensure security and safety for facilities, the workforce and clients and customers.	<ul style="list-style-type: none"> • Accident and Incident Reporting • Employment Information • Photo/ Video/ Voice Recording • Information you provide about Family and Friends (emergency contacts) • Job Information • Swipe card entry data • Health information, as necessary to promote the health and safety of the workforce and visitors to our facilities
Enterprise Support Services	Supporting business and operational needs, including corporate communications, mail services, document destruction, and corporate hospitality and travel.	<ul style="list-style-type: none"> • Business Travel Information • Job Information • Personal Contact Information • Photo (e.g., Connections photo used in Skype, email, and other applications for personalization)
Access and Identity Management	Managing internal and external technology infrastructure access.	<ul style="list-style-type: none"> • Biometrics for authentication • Employment Information • Geolocation information, GPS information, IP address information • Photo/ Video/ Voice Recording • Job Information • Technical Information • Confidential Unique Identifiers (i.e., date of birth for authentication)
Technology Infrastructure and Operations Management	Operating and maintaining the technical infrastructure for hosting applications, including the hardware, operating systems, physical plant, and network connectivity for all computing platforms. Also includes processes for incident management impacting operations.	<ul style="list-style-type: none"> • Employment Information • Job Information • Technical Information
Information Security, Privacy, and Cyber Threat and Incident Management	Monitoring for and management of information security, privacy, and cyber threats and incidents.	<ul style="list-style-type: none"> • Any of the information listed below in The Categories of Personal Data we may Collect section may be used for this purpose in accordance with the relevant Information Security Monitoring Notice unless restricted by applicable law.
Business Continuity, Resiliency and Response	Establishing, maintaining, and testing plans to recover from disruptions in the businesses' ability to operate caused by natural or man-made disasters.	<ul style="list-style-type: none"> • Information you provide about Family and Friends (emergency contacts) • Job Information • Personal Contact Information

Purpose	Examples of processing activities	Personal Information Categories
Marketing Strategy	Identifying marketing strategies and segments, the strategies for advertising, promotional campaigns, publication, and distribution of marketing materials across channels (including social media).	<ul style="list-style-type: none"> • Photo/ Video/ Voice Recording • Job Information
Manage Customer and Client Relationships	Managing the customer and client relationship through operations meetings, identifying sales opportunities, providing services, and / or managing portfolios.	<ul style="list-style-type: none"> • Photo/ Video/ Voice Recording • Job Information
Business Travel, Meeting Services and Events	Activities related to the development and management of centralized or geographical strategy and operations through third party for business travel, meeting services and events for legal entities or organization.	<ul style="list-style-type: none"> • Business Travel Information • Confidential Unique Identifiers • Photo/ Video/ Voice Recording • Information you provide about Family and Friends (if they are attending events) • Job Information • Personal Contact Information • Signatures • Tax Information • Virtual or In Person Events Data • Visa/ Citizenship Information
Workforce Registration and Licensing and Certifications	Activities related to capturing (documentary evidence) professional credentials (registrations, licenses, and certifications) and ensuring they are current and compliant with applicable laws and regulations.	<ul style="list-style-type: none"> • Confidential Unique Identifiers • Employment Information • Job Information • Outside Business Activities • Securities and Stock Trading • Skills and Qualifications
	Adhering to registration requirements	<ul style="list-style-type: none"> • Fingerprinting (applicable countries only)
Management of Compliance and Operational Risk	Processes related to managing compliance, operational, third party, reputational, and strategic risks.	<ul style="list-style-type: none"> • Any of the information listed below in The Categories of Personal Data we may Collect section may be used for these purposes unless restricted by applicable law
	Monitoring and managing regulated employees' compliance with applicable laws, rules, regulations and Company policies.	<ul style="list-style-type: none"> • Any of the information listed below in The Categories of Personal Data we may Collect section may be used for these purposes, in accordance with the relevant monitoring notice, unless restricted by applicable law
	Assessing adherence to Outside Business Activities – Enterprise Policy requirements and evaluating actual or perceived conflicts of interest.	<ul style="list-style-type: none"> • Outside Business Activities Information
	Assessing adherence to Associate Investment Monitoring requirements and evaluating actual or perceived conflicts of interest.	<ul style="list-style-type: none"> • Associate Investment Information
Regulatory Relationships and Exams	Managing regulatory relationships and exams.	<ul style="list-style-type: none"> • Any of the information listed below in The Categories of Personal Data We May Collect section may be used for these

Purpose	Examples of processing activities	Personal Information Categories
Non-Financial Regulatory Reporting	Managing production and distribution of Non-Financial Reporting to meet regulatory requirements.	purposes unless restricted by applicable law
Whistleblowing Investigations	Reviewing Personal Information provided by a whistleblower and information collected as part of an investigation into a whistleblowing concern and any follow up that is required.	
Legal Support	Legal advice and counsel required to support the business as well as publication of all legal and tax reporting requirements.	
Internal Audits	Performing independent assessments of the company's internal controls.	

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

- **Accident and Incident Reporting** (Sensitive Personal Information)
- **Associate Investment Information:** Details of personal investment accounts of employee and/or the employee's Affiliates (a family member, such as a spouse, domestic partner or children who live with the employee or any other person who is financially dependent upon the employee) to ensure they are compliant with applicable laws and regulations. Includes: Investment Firm name, Investment Account number, Investment Account Transaction Reports or Statements, and Securities and stock trading activity.
- **Biometrics** for authentication and to comply with applicable laws in relation to workforce screening (Sensitive Personal Information)
- **Business Travel Information:** Visa details, Frequent Flyer ID, travel logs, and itineraries
- **Confidential Unique Identifiers:** Date and place of birth, copy(ies) of birth certificate, birth surname and any other former names, National ID card, National ID, Social insurance number or other tax identifier number, MyNumber
- **Opportunity and Inclusion Data:** Race*, ethnicity*, veteran status, age, disability status, sexual orientation*, gender, gender identity, and gender expression. (*Sensitive Personal Information). Use of Opportunity and Inclusion Data outside of legitimate HR purposes is anonymous data.
- **Employment Disciplinary and Investigations Record:** Information pertaining to any disciplinary grievances and/or concerns raised, activities and investigations
- **Employment Information:** Employment dates, termination details, query management records, flexible working requests
- **Financial Account Information:** Bank account details, payroll payments and deductions and other financial information
- **Fingerprinting Data** (applicable countries only): relevant identification data (name, employee ID number, CRD number, date and place of birth) and other characteristics (height, weight, sex,

hair and eye colour (using a three-letter code), Employee signature, employer; biometric data (hard copy fingerprints) and racial data. This may include criminal convictions and offenses data

- **Health Information:** Information relating to health where relevant to public health or the safety of our facilities and workforce (e.g., COVID test results)
- **Information you provide about Family and Friends:** Emergency contact details, name and age of child/children collected through parents or guardians attending events, dietary requirements of individuals attending an event
- **Job Information:** Job title and/or position and description of responsibilities/duties, job family, location, band/seniority, Employee Identifiers (e.g., Person Number), department, line and sub-line of business, local Company entity name, cost centre information, supervisor/manager/team lead name and contact information, reporting structure, work contact information
- **Outside Business Activities:** Details of outside business activities and directorships (where relevant for employment-related purposes)
- **Personal Contact Information:** Address, Telephone, email, full address
- **Photo/ Video/ Voice Recording:** Video recording, CCTV, photograph, voice recording/data
- **Securities and Stock Trading:** Activity/experience (where relevant for employment-related purposes)
- **Signatures:** Including digital images and physical copies
- **Skills and Qualifications:** Pre-employment references, employment history, language(s) spoken, reference letters, academic record, professional qualifications and memberships, professional training, company internal training, licenses and certifications, financial regulatory registration, areas of expertise general management experience, leadership behaviour
- **Swipe card entry data**
- **Technical Information:** Username and passwords, IP address, domain, browser type, operating system click-stream data and system logs, 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
- **Timekeeping/ Attendance/ Absence Data:** Shift and overtime data, absence details, e.g., sickness, holiday, and leaves of absence, Working Time Directive details
- **Virtual or In Person Events Data:** Speaker biographies, travel details, spouse/partner name, special assistance needs of individuals attending an event, name and age of child/children collected through parents or guardians, dietary requirements of individuals attending an event
- **Visa/ Citizenship Information:** Work eligibility status, entitlement to residency, citizenship, visa details, passport details

Third Parties with Whom We May Share Personal Information

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 outlined in the table below and, where applicable, in accordance with Section XI. Jurisdiction Specific Clauses of this Notice.

Type of Recipient	Personal Information Categories
<p>Professional Advisors: Accountants, auditors, lawyers, insurers, bankers, tax advisors and other outside professional advisors in all the countries in which the Company operates.</p> <p>Service Providers: Companies that provide products and services to the Company in the countries in which the Company operates, such as benefits providers; asset managers that advise or sponsor investment products that the Company distributes to its clients; 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, real estate management, and other service providers including, where applicable, your employer or company.</p> <p>Note: Where appropriate, the Company will offer and receive reasonable assistance from third parties (such as service providers) to respond to data subject access requests.</p>	<p>Personal information is shared, unless restricted by applicable law, with Professional Advisors and Service Providers to the extent they provide services that align with the purposes in the table above. The Personal Information categories shared with Professional Advisors and Service Providers aligns with the services they provide to the Company, including:</p> <ul style="list-style-type: none"> • Accident and Incident Reporting • Biometrics for authentication • Business Travel Information • Confidential Unique Identifiers • Opportunity and Inclusion Data • Employment Disciplinary and Investigations Record • Employment Information • Financial Account Information • Health Information • Photo/ Video/ Voice Recording • Information you provide about Family and Friends • Job Information • Outside Business Activities • Personal Contact Information • Securities and Stock Trading • Signatures • Skills and Qualifications • Swipe card entry data • Technical Information • Timekeeping/ Attendance/ Absence Data • Virtual or In Person Events Data • Visa/ Citizenship Information
<p>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.</p>	<ul style="list-style-type: none"> • Accident and Incident Reporting • Business Travel Information • Compensation Information • Opportunity and Inclusion Data (aggregate) • Employment Disciplinary and Investigations Record • Employment Information • Fingerprinting Data (applicable countries only) • Health Information (aggregate) • Photo/ Video/ Voice Recording • Job Information • Outside Business Activities • Securities and Stock Trading • Signatures • Skills and Qualifications • Tax Information (aggregate)

	<ul style="list-style-type: none"> • Timekeeping/ Attendance/ Absence Data • Visa/ Citizenship Information
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.	<ul style="list-style-type: none"> • Compensation Information • Confidential Unique Identifiers • Employment Information • Job Information • Skills and Qualifications • Virtual or In Person Events Data • Visa/ Citizenship Information
Trade Unions: Trade unions to which the Contractors are affiliated.	<ul style="list-style-type: none"> • Employment information • Job Information • Skills and Qualifications
Current or prospective customers and clients.	<ul style="list-style-type: none"> • Photo/ Video/ Voice Recording • Job Information
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.	<ul style="list-style-type: none"> • Business Travel Information • Photo/ Video/ Voice Recording • Information you provide about Family and Friends (if they are attending events) • Job Information • Personal Contact Information • Virtual or In Person Events Data
Online Tracking providers: To improve technical and design features of our websites and platforms	<ul style="list-style-type: none"> • IP Address

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, labour 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 to laws and regulations and for the	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)	labour 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：2025 年 8 月 1 日

[英文版](#)

[繁體中文版](#)

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，或以其他方式遵守適用法律

[英文版](#)

[繁體中文版](#)

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。本須知所列之部分資料可能需要取得額外同意，而且須在本公司蒐集該等資料前取得該等同意。

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) 因個人資料已由資料主體（針對非特定個人或特定群組）自願公開或以其他方式合法公開，(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，或 (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；或 (viii) 因學術研究機構在明定情況下所需；或 (ix) 個人資料由公開可用資源取得（在資料主體基於利益被忽視而反對和禁止處理的情況下，組織必須停止處理）且資料主體的權益並未受損；以及資料主體的權益將不受侵犯。

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

在相關法律要求或許可的情況下，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的情況下，本公司得蒐集並處理有關員工、承包商或受扶養人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
- 性取向、種族和/或民族血統、身體和/或心理健康、宗教信仰、機會和包容性統計溝通、遵守政府報告要求和/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）。

涉及家人與朋友的個人資料

如果員工或承包商向本公司提供涉及其家人及/或其他被扶養人和朋友的個人資訊（例如：基於緊急聯絡、福利管理目的、及志工服務等目的），員工或承包商有責任向其告知相關資訊並取得其同意，以便能向本公司分享其資料。他們如有任何疑問，可以請他們參閱本資料保護須知以及第 IX 節的聯絡資訊。

如果您要分享的資訊，來自位於歐洲經濟區、瑞士或英國的個人，請向他們提供一份歐洲、中東和非洲地區的[資料保護聲明](#)。

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。可在終止聘僱後 30 天內，提供直屬主管存取員工/承包商個人共用磁碟機的資訊。

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）傳輸至本公司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。如欲取得一份 Bank of America Corporation 關係企業名單，您可以使用本須知問題一節所提供的聯絡資訊。

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揭露相關個人資料。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。相關內容均記載於[資訊安全監控須知](#)，而且您應該搭配本須知一同閱讀。

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；
- 與自動化決策有關的權利。

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。

- 用於判定保留期間的標準包括：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時間。

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，請使用以下聯絡方式聯絡資料保護官。如欲瞭解個人權利，請透過 hrsc.apac@bofa.com 或致電 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	dpo@bofa.com
----------	--

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「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。

附件 A - 員工

「我們」係指作為資料控制者的 Bank of America 法律個體；「您」係指員工。

下表含有我們處理您個人資料的目的、可能進行的處理作業類型、以及該等處理作業可能使用的個人資料類別。個人資料類別的更多相關資訊，係載於表格下方。

目的	處理作業的例子	個人資料類別
招募作業	招募與聘僱作業，包括為空缺職位尋找人才（內部和外部）、職位申請管理、篩選與遴選作業、以及便利新員工流程。	<ul style="list-style-type: none"> 請參閱招募資料保護須知 (Recruitment Data Protection Notice)，瞭解招募期間所蒐集資訊的類別以及法律依據。
薪資、報酬、福利	設計及提供員工報酬、獎勵、及福利/表彰。。	<ul style="list-style-type: none"> 員工投資資訊 福利紀錄 車輛登記 報酬資訊 機密唯一識別碼 就業懲處紀錄 就業資訊 財務帳戶資訊 管理請假所需的健康資訊和退伍與殘疾狀態 您所提供涉及家人與朋友（被扶養人）的資訊 工作資訊 其他生活事件證明文件 個人聯絡資訊 退休/退休金規劃 簽名 磁條卡輸入資料—僅限於美國 稅務資訊 簽證/公民身分資訊 工作績效/發展資訊 計時/出勤/缺勤資料
員工學習	透過需求評估、學習解決方案的部署與交付、以及技能採用與衡量等措施，在勞動團隊中培養必要的技能。	<ul style="list-style-type: none"> 就業資訊 照片/影片/錄音 個人聯絡資訊 工作資訊 技能與資格 計時/出勤/缺勤資料（即請假狀態） 線上或實體活動資料 工作績效/發展資訊
人才與績效管理	提供訓練以及短期和長期發展，以及管理員工績效的活動，包括建立績效計畫、監控和審查績效、員工諮詢等。亦包括員工授權與認證相關流程。	<ul style="list-style-type: none"> 機會和包容性數據 就業懲處和調查紀錄 就業資訊 工作資訊 技能與資格 磁條卡輸入資料

目的	處理作業的例子	個人資訊類別
		<ul style="list-style-type: none"> 人才與繼任規劃資料 計時/出勤/缺勤資料 工作績效/發展資訊
員工支援	<p>員工與勞工關係（包括疑慮調查）、生活事件支援、搬遷、移民、搬遷相關稅務報告、薪資與福利呈報決議、以及人力資源工具與資訊的支援、參與員工網路、校友網路資訊。</p> <p>*如果您將來成為校友網路會員，您以員工身分所提供的個人資訊，可能會被用來為您提供福利和服務。</p>	<ul style="list-style-type: none"> 福利紀錄 商務差旅資訊 報酬資訊 *機密唯一識別碼 機會和包容性數據 就業懲處和調查紀錄 *就業資訊 *財務帳戶資訊 健康資訊 您所提供涉及朋友與家人的資訊（即緊急聯絡資訊） *工作資訊 外部商業活動 *個人聯絡資訊 *退休/退休金規劃 簽名 技能與資格 磁條卡輸入資料 稅務資訊 計時/出勤/缺勤資料 簽證/國籍資訊 工作績效/發展資訊
勞動力分析與報告	預測人力資本需求以及管理勞動力資訊相關數據指標。	<ul style="list-style-type: none"> 報酬資訊 機會和包容性數據 員工敬業度調查 就業資訊 工作資訊 個人聯絡資訊
不動產設施管理	針對所有公司設施的行政管理及提供營運支援，包括租賃、占用及空間支援服務、以及能源管理。亦包括設施採購與處置作業、提供地理監督、以及管理建築專案。	<ul style="list-style-type: none"> 工作資訊 計時/出勤/缺勤資料；即:休假狀態和場地管理的輪班任務（第 1、2、3 班） 簽名 磁條卡輸入資料
資安、安全及健康營運作業	實體防護措施的放置、維護、監控、管理及通報作業相關活動，以便能確保設施、員工、客戶與顧客的資安與安全。	<ul style="list-style-type: none"> 意外與事故通報 就業資訊 照片/影片/錄音 您所提供涉及家人與朋友資訊（緊急聯絡人） 工作資訊 磁條卡輸入資料 為促進勞動團隊與我們設施訪客的健康和安全所必要之健康資訊

目的	處理作業的例子	個人資訊類別
企業支援服務	支援業務與營運需求，包括企業通訊、郵件服務、文件銷毀、及公司招待與差旅。	<ul style="list-style-type: none"> • 商務差旅資訊 • 工作資訊 • 個人聯絡資訊 • 照片（例如：為進行個人化而在 Skype、電子郵件及其他應用程式所使用的 Connections 照片）
存取權限和身分管理	管理內部與外部科技基礎設施的出入門禁。	<ul style="list-style-type: none"> • 用於驗證的生物識別技術 • 就業資訊 • 地理位置資訊、GPS 資訊、IP 位址資訊 • 照片/影片/錄音 • 工作資訊 • 技術資料 • 機密唯一識別碼（亦即用於驗證的生日）
科技基礎設施與營運管理	操作及維護用於代管應用程式的技術基礎設施，包括所有運算平台的硬體、作業系統、實體設備、及網路連線。亦包括影響營運的事件管理流程。	<ul style="list-style-type: none"> • 就業資訊 • 工作資訊 • 技術資料
資訊安全、隱私權、網路威脅與事件管理	資訊安全、隱私權、網路威脅和事件的監控與管理。	<ul style="list-style-type: none"> • 除相關法律有所限制者外，在我們可能蒐集之個人資料類別章節中所列之以下任何資訊及位置資訊（地理位置資訊、GPS 資訊、IP 位址資訊），均得依據相關資訊安全監控須知，用於此目的。
業務不中斷、韌性、及因應能力	針對天然或人為災害造成之企業營運能力中斷情形，制定、維護及測試相關復原計畫。	<ul style="list-style-type: none"> • 您所提供涉及家人與朋友資訊（緊急聯絡人） • 工作資訊 • 個人聯絡資訊
行銷策略	識別行銷策略與市場區隔、廣告策略、推廣活動、出版、在各種管道（包括社交媒體）的行銷材料散佈。	<ul style="list-style-type: none"> • 照片/影片/錄音 • 工作資訊
管理顧客與顧客關係	透過營運會議、識別銷售機會、提供服務及/或管理投資組合，管理顧客與顧客關係。	<ul style="list-style-type: none"> • 照片/影片/錄音 • 工作資訊
商務差旅、會議服務與活動	透過第三方的集中式或地理性策略與營運的開發與管理作業相關活動，以便為法律個體或組織辦理商務旅行、會議服務與活動。	<ul style="list-style-type: none"> • 商務差旅資訊 • 報酬資訊 • 機密唯一識別碼 • 財務帳戶資訊（員工費用核銷） • 照片/影片/錄音 • 您所提供涉及家人與朋友的資訊（如果他們參加活動） • 工作資訊 • 個人聯絡資訊 • 簽名 • 技能與資格 • 稅務資訊 • 線上或實體活動資料 • 簽證/國籍資訊

目的	處理作業的例子	個人資訊類別
管理社會責任：活動	根據法律個體或組織的目標和地理區域要求，管理企業社會責任計劃，包括管理志工與捐贈計畫。	<ul style="list-style-type: none"> 財務帳戶資訊（自願薪資扣款） 工作資訊 照片/影片 線上或實體活動資料
員工註冊、執照與證書	取得（書面證明）專業證書（註冊、執照與證書）及確保其為最新且符合相關法律規範等相關活動。	<ul style="list-style-type: none"> 機密唯一識別碼 就業資訊 工作資訊 生活事件文件（逮捕與刑事文件、法院/法律文件） 外部商業活動 證券與股票交易 技能與資格 個人聯絡資訊 指紋（僅限適用國家）
針對背景重新篩選	基於監管目的，對現有員工進行重新篩選，例如：適格性、執照與註冊等。	<ul style="list-style-type: none"> 機密唯一識別碼 生活事件文件（逮捕與刑事文件、法院/法律文件） 外部商業活動 個人聯絡資訊 簽名 技能與資格 稅務資訊 工作資格狀態
法令遵循與營運風險管理	管理法令遵循、營運、第三方、聲譽及策略風險的相關流程。	除相關法律有所限制者外，在我們可能蒐集之個人資料類別章節中所列之以下任何資訊，均得基於此目的使用。
	監督和管理受監管員工遵守適用法律、法規、規章和公司政策的情況。	以下我們可能收集的個人資料類別一節中所列的任何資訊均可根據相關監控通知用於此目的，除非受到適用法律限制。
	評估外部業務活動－企業政策要求的遵守情況，評估實際或感知的利益衝突。	外部業務活動資訊
	評估相關人員遵守投資監控要求的情況，並評估實際或感知的利益衝突。	相關人員投資資訊
監管關係與檢查	管理監管關係與檢查。	除相關法律有所限制者外，在我們可能蒐集之個人資料類別章節中所列之以下任何資訊，均得基於此目的使用。
非金融監管報告	管理非財務報告之製作與散佈，以符合監管規定。	
檢舉調查	檢閱舉報者所提供的個人資訊和已收集資訊，以作為檢舉疑慮的調查和任何必要追蹤的一部分。	
法律支援	為支援業務以及發佈所有法務與稅務通報規定所必要的法律建議與諮詢。	
內部稽核	對公司的內部控制執行獨立評估。	

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）：

- **意外與事故通報**（敏感性個人資訊）
- **關聯投資資訊**：員工和／員工關聯人物（家庭成員，如配偶、同居伴侶、和／或員工同住的子女，或在經濟上倚賴員工的任何其他人）個人投資帳戶細節，以確保它們符合適用法律法規。包括：投資公司名稱、投資帳號、投資帳戶交易報告或報表、和證券和股票交易活動。
- **福利紀錄**：福利的登記和管理，例如：健康保障、壽險、給付資訊、家庭/婚姻狀況、被扶養人資訊、醫療安排、租車資訊（僅限適用國家）
- **用於驗證的生物識別技術** 用於身分驗證和遵守與員工篩選有關的適用法律（敏感性個人資訊）
- **商務差旅資訊**：簽證詳細資料、常客 ID、差旅紀錄與行程
- **報酬資訊**：先前與目前報酬、基本薪資、市場利率、獎勵款項、認股權與津貼
- **機密唯一識別碼**：生日與出生地點、出生證明副本、出生姓氏與其他任何舊名、國民身分證、國民身分證字號、社會保險號碼、或其他稅務識別號碼、MyNumber
- **機會和包容性數據**：種族*、族裔*、退伍軍人身份、年齡、殘疾狀態、性傾向*、性別、性別認同及性別表達。（*敏感性個人資訊）。在合法人力資源目的以外使用多元性與包容性資料者，均為以匿名方式辦理。
- **就業懲處和調查紀錄**：已提出的任何懲處、申訴和/或疑慮、活動及調查相關資訊。
- **員工敬業度調查**：以匿名方式報告結果
- **就業資訊**：僱用日期、聘僱終止詳細資訊、查詢管理紀錄、彈性工作請求、員工表現情形（例如：表現良好狀態）
- **財務帳戶資訊**：銀行帳戶詳細資料、薪資付款與扣款、以及其他財務資訊
- **指紋資料**：（僅限適用國家）：相關身分識別資料（員工 ID 號碼、CRD 號碼、出生日期與出生地）和其他特質（身高、體重、性別、頭髮與眼睛顏色（使用三位字元碼）使用
- **健康資訊**：跟公共衛生或我們設施與員工安全相關的健康資訊（例如：COVID 檢測結果）
- **您所提供涉及家人與朋友的資訊**：被扶養人全名與生日、緊急聯絡詳細資訊、因父母或監護人參加活動所蒐集的子女姓名與年齡、參加活動者的飲食要求
- **工作資訊**：職稱及/或職位及職責說明、職務所屬單位、所在地、級別/資歷、員工識別碼（例如：個人編號）、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、主管/經理/團隊負責人姓名與聯絡資訊、責任通報結構、工作聯絡資訊
- **生活事件其他證明文件**：醫療/診斷證明文件；個人情況；重返工作崗位證明文件；死亡證明和死亡給付證明文件（包括受益人個人聯絡資訊和詳細資料）；限制令、家庭監護權法律/命令；犯罪紀錄；軍事命令和證明文件；個人保險證明文件，例如：房屋火災/颶風損害報告、適合值勤的健康資訊表和具有提供者詳細資料（如治療師姓名）的醫療資訊發布、逮捕和犯罪證明文件、法院/法律證明文件、結婚和離婚證書、信託或財產證明文件及 ID 號碼、出生證明、病假證明。
- **外部業務活動**：外部業務活動與董事職位的詳細資料（如涉及聘僱相關目的者）
- **個人聯絡資訊**：地址、電話、電子郵件、完整地址

- **照片/影片/錄音**：錄影、CCTV、相片、錄音紀錄/資料
- **退休/退休金規劃**：退休金與退休相關資訊
- **證券和股票交易**：活動/經驗（涉及聘僱相關目的者）
- **簽名**：包括數位影像與實體副本
- **技能與資格**：就職前的推薦人、就業經歷、語言能力、推薦信、學歷、專業資格與會員資格、專業訓練、公司內部訓練、執照與認證、金融監管註冊、專業領域、一般管理經驗、領導行為
- **磁條卡輸入資料**
- **人才與繼任規劃資料**：調動偏好、人才庫指定日期、人才庫名稱與敘述、優勢與發展需求
- **稅務資訊**：稅賦、納稅申報表，例如：P60（英國）
- **技術資料**：使用者名稱與密碼、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。
- **計時/出勤/缺勤資料**：輪班與加班資料、缺勤詳情，例如：病假、假日、請假、工作時間指示詳情
- **線上或實體活動資料**：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。
- **簽證/國籍資訊**：工作資格狀態、居住權、公民權、簽證詳情、護照詳情
- **工作績效/發展資訊**：評估和評等（結果評等、行為評等、潛能評等）、績效目標說明、關鍵能力說明、發展領域、指導筆記、他人回饋意見（例如：360）、自我評估說明、主管審核說明、績效期望、衡量條件、行動日期、主管進度筆記、職業發展資訊

我們可能分享個人資訊的第三方對象

在相關法律許可且為實現本須知所述目的之適當範圍內，本公司得按下表所列方式以及視情況依本須知第 XI 節「司法轄區特定條款」規定揭露個人資料。

接收方類型	個人資訊類別
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。	除相關法律有所限制外，個人資訊會在專業顧問與服務供應商提供符合上表所載目的之服務時，向該等專業顧問與服務供應商分享。向專業顧問與服務供應商分享的個人資訊類別，符合他們為本公司提供的服務，包括： <ul style="list-style-type: none"> • 意外與事故通報 • 福利紀錄 • 生物識別技術 • 商務差旅資訊 • 報酬資訊
服務供應商 ：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；建議或發起本公司為其客戶所提供投資產品的資產經理人；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	

<p>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、不動產管理及其他服務供應商。</p> <p>備註：按適用情況所需，本公司會提供及收受來自第三方（例如：服務供應商）的合理協助，以便對資料主體存取請求做出回應。</p>	<ul style="list-style-type: none"> • 機密唯一識別碼 • 機會和包容性數據 • 就業懲處和調查紀錄 • 就業資訊 • 財務帳戶資訊 • 健康資訊 • 照片/影片/錄音 • 您所提供涉及家人與朋友的資訊 • 工作資訊 • 外部商業活動 • 個人聯絡資訊 • 退休/退休金規劃 • 證券與股票交易 • 簽名 • 技能與資格 • 磁條卡輸入資料 • 人才與繼任規劃資料 • 稅務資訊 • 技術資料 • 計時/出勤/缺勤資料 • 線上或實體活動資料 • 簽證/國籍資訊 • 工作績效/發展資訊
<p>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。</p>	<ul style="list-style-type: none"> • 意外與事故通報 • 商務差旅資訊 • 報酬資訊 • 機會和包容性數據（彙總） • 就業懲處和調查紀錄 • 就業資訊 • 指紋資料（僅限適用國家） • 健康資訊（彙總） • 照片/影片/錄音 • 工作資訊 • 外部商業活動 • 退休/退休金規劃 • 證券與股票交易 • 簽名 • 技能與資格 • 稅務資訊（彙總） • 計時/出勤/缺勤資料 • 簽證/國籍資訊
<p>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</p>	<ul style="list-style-type: none"> • 報酬資訊 • 機密唯一識別碼 • 就業資訊

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。	<ul style="list-style-type: none"> • 工作資訊 • 技能與資格 • 人才與繼任規劃資料 • 線上或實體活動資料 • 簽證/國籍資訊 • 工作績效/發展資訊
銀行/工會：員工所屬的銀行/工會	<ul style="list-style-type: none"> • 就業資訊 • 工作資訊 • 技能與資格
目前及未來顧客及客戶。	<ul style="list-style-type: none"> • 照片/影片/錄音 • 工作資訊
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	<ul style="list-style-type: none"> • 商務差旅資訊 • 照片/影片/錄音 • 您所提供涉及家人與朋友的資訊（如果他們參加活動） • 工作資訊 • 個人聯絡資訊 • 線上或實體活動資料
線上追蹤供應商：改善我們網站與平台的技術與設計功能	<ul style="list-style-type: none"> • IP 位址

附件 B - 承包商

「我們」係指 Bank of America 法律個體，而「您」係指承包商。

下表含有我們處理您個人資料的目的、可能進行的處理作業類型、以及該等處理作業可能使用的個人資料類別。個人資料類別的更多相關資訊，係載於表格下方。

目的	處理作業的例子	個人資料類別
薪資、報酬	設計與交付承包商報酬。	<ul style="list-style-type: none">• 機密唯一識別碼• 就業資訊• 財務帳戶資訊• 您所提供涉及家人與朋友（被扶養人）的資訊• 工作資訊• 個人聯絡資訊• 簽名• 技能與資格• 稅務資訊• 計時/出勤/缺勤資料• 簽證/公民身分資訊
勞動團隊學習	透過需求評估、學習解決方案的部署與交付、以及技能採用與衡量等措施，在勞動團隊中培養必要的技能。	<ul style="list-style-type: none">• 就業資訊• 照片/影片/錄音• 個人聯絡資訊• 工作資訊• 技能與資格• 計時/出勤/缺勤資料（即請假狀態）• 線上或實體活動資料
勞動力支援	勞動力關係、搬遷、移民、搬遷相關稅務報告、薪資呈報決議、以及人力資源工具與資訊的支援。	<ul style="list-style-type: none">• 商務差旅資訊• 機會和包容性數據• 就業懲處和調查紀錄• 就業資訊• 工作資訊• 外部商業活動• 個人聯絡資訊• 簽名• 技能與資格• 磁條卡輸入資料• 稅務資訊• 計時/出勤/缺勤資料• 簽證/國籍資訊
勞動力分析與報告	預測人力資本需求以及管理勞動力資訊相關數據指標。	<ul style="list-style-type: none">• 機會和包容性數據• 就業資訊• 工作資訊• 個人聯絡資訊

目的	處理作業的例子	個人資訊類別
不動產設施管理	針對所有公司設施的行政管理及提供營運支援，包括租賃、占用及空間支援服務、以及能源管理。亦包括設施採購與處置作業、提供地理監督、以及管理建築專案。	<ul style="list-style-type: none"> • 工作資訊 • 簽名 • 磁條卡輸入資料
資安、安全及健康營運作業	實體防護措施的放置、維護、監控、管理及通報作業相關活動，以便能確保設施、勞動力、客戶與顧客的資安與安全。	<ul style="list-style-type: none"> • 意外與事故通報 • 就業資訊 • 照片/影片/錄音 • 您所提供涉及家人與朋友資訊（緊急聯絡人） • 工作資訊 • 磁條卡輸入資料 • 為促進勞動團隊與我們設施訪客的健康與安全所必要之健康資訊
企業支援服務	支援業務與營運需求，包括企業通訊、郵件服務、文件銷毀、及公司招待與差旅。	<ul style="list-style-type: none"> • 商務差旅資訊 • 工作資訊 • 個人聯絡資訊 • 照片（例如：為進行個人化而在 Skype、電子郵件及其他應用程式所使用的 Connections 照片）
存取權限和身分管理	管理內部與外部科技基礎設施的出入門禁。	<ul style="list-style-type: none"> • 用於驗證的生物識別技術 • 就業資訊 • 地理位置資訊、GPS 資訊、IP 位址資訊 • 照片/影片/錄音 • 工作資訊 • 技術資料 • 機密唯一識別碼（亦即用於驗證的生日）
科技基礎設施與營運管理	操作及維護用於代管應用程式的技術基礎設施，包括所有運算平台的硬體、作業系統、實體設備、及網路連線。亦包括影響營運的事件管理流程。	<ul style="list-style-type: none"> • 就業資訊 • 工作資訊 • 技術資料
資訊安全、隱私權、網路威脅與事件管理	資訊安全、隱私權、網路威脅和事件的監控與管理。	<ul style="list-style-type: none"> • 除相關法律有所限制者外，在我們可能蒐集之個人資料類別章節中所列之以下任何資訊，均得依據相關資訊安全監控須知，用於此目的。
業務不中斷、韌性、及因應能力	針對天然或人為災害造成之企業營運能力中斷情形，制定、維護及測試相關復原計畫。	<ul style="list-style-type: none"> • 您所提供涉及家人與朋友資訊（緊急聯絡人） • 工作資訊 • 個人聯絡資訊
行銷策略	識別行銷策略與市場區隔、廣告策略、推廣活動、出版、在各種管道（包括社交媒體）的行銷材料散佈。	<ul style="list-style-type: none"> • 照片/影片/錄音 • 工作資訊

目的	處理作業的例子	個人資訊類別
管理顧客與顧客關係	透過營運會議、識別銷售機會、提供服務及/或管理投資組合，管理顧客與顧客關係。	<ul style="list-style-type: none"> • 照片/影片/錄音 • 工作資訊
商務差旅、會議服務與活動	透過第三方的集中式或地理性策略與營運的開發與管理作業相關活動，以便為法律個體或組織辦理商務旅行、會議服務與活動。	<ul style="list-style-type: none"> • 商務差旅資訊 • 機密唯一識別碼 • 照片/影片/錄音 • 您所提供涉及家人與朋友的資訊（如果他們參加活動） • 工作資訊 • 個人聯絡資訊 • 簽名 • 稅務資訊 • 線上或實體活動資料 • 簽證/國籍資訊
勞動力註冊、執照與證書	取得（書面證明）專業證書（註冊、執照與證書）及確保其為最新且符合相關法律規範等相關活動。	<ul style="list-style-type: none"> • 機密唯一識別碼 • 就業資訊 • 工作資訊 • 外部商業活動 • 證券與股票交易 • 技能與資格
	遵守註冊要求。	<ul style="list-style-type: none"> • 指紋（僅限是用國家）
法令遵循與營運風險管理	管理法令遵循、營運、第三方、聲譽及策略風險的相關流程。	<ul style="list-style-type: none"> • 除相關法律有所限制者外，在我們可能蒐集之個人資料類別章節中所列之以下任何資訊，均得基於此目的使用。
	監督和管理受監管員工遵守適用法律、法規、規章和公司政策的情況。	<ul style="list-style-type: none"> • 以下我們可能收集的個人資料類別一節列出的任何資訊均可用於以下這些目的，除非受到適用法律的限制。
	評估外部業務活動－企業政策要求的遵守情況，評估實際或感知的利益衝突。	<ul style="list-style-type: none"> • 外部業務活動資訊
	評估相關人員遵守投資監控要求的情況，並評估實際或感知的利益衝突。	<ul style="list-style-type: none"> • 相關人員投資資訊
監管關係與檢查	管理監管關係與檢查。	<ul style="list-style-type: none"> • 除相關法律有所限制者外，在我們可能蒐集之個人資料類別章節中所列之以下任何資訊，均得基於此目的使用。
非金融監管報告	管理非財務報告之製作與散佈，以符合監管規定。	
檢舉調查	檢閱舉報者所提供的個人資訊和已收集資訊，以作為檢舉疑慮的調查和任何必要追蹤的一部分。	
法律支援	為支援業務以及發佈所有法務與稅務通報規定所必要的法律建議與諮詢。	
內部稽核	對公司的內部控制執行獨立評估。	

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）：

- **意外與事故通報**（敏感性個人資訊）
- **相關人員投資資訊**：員工和／員工關聯人物（家庭成員，如配偶、同居伴侶、和/或與員工同住的子女，或在經濟上倚賴員工的任何其他人）個人投資帳戶細節，以確保它們符合適用法律法規。包括：投資公司名稱、投頭資帳號、投資帳戶交易報告或投資公司名稱、頭資帳號、投資帳戶交易報告或報表、和證券和股票交易活動。
- 用於驗證和遵守與員工篩選有關的適用相關法律的**生物識別技術**（敏感性個人資訊）
- **商務差旅資訊**：簽證詳細資料、常客 ID、差旅紀錄與行程
- **機密唯一識別碼**：生日與出生地點、出生證明副本、出生姓氏與其他任何舊名、國民身分證、國民身分證字號、社會保險號碼、或其他稅務識別號碼、MyNumber
- **機會和包容性數據**：種族*、族裔*、退伍軍人身份、年齡、殘疾狀態、性傾向*、性別、性別認同及性別表達。（*敏感性個人資訊）。在合法人力資源目的以外使用多元性與包容性資料者，均為匿名資料。
- **就業懲處和調查紀錄**：已提出的任何懲處、申訴和/或疑慮、活動及調查相關資訊。
- **就業資訊**：僱用日期、聘僱終止詳細資訊、查詢管理紀錄、彈性工作請求
- **財務帳戶資訊**：銀行帳戶詳細資料、薪資付款與扣款、以及其他財務資訊
- **指紋資料**：（僅限適用國家）：相關身分識別資料（、員工 ID 號碼、CRD 號碼、出生日期與出生地）和其他特質（身高、體重、性別、頭髮與眼睛顏色（使用三位字元碼）、員工簽名、員工簽名、雇主生物辨識、雇主生物辨識資料、指紋指紋資料和種族資料。這可能包含刑事定罪和違法資料。
- **健康資訊**：跟公共衛生或我們設施與員工安全相關的健康資訊（例如：COVID 檢測結果）
- **您所提供涉及家人與朋友的資訊**：緊急聯絡詳細資訊、因父母或監護人參加活動所蒐集的子女姓名與年齡、參加活動者的飲食要求
- **工作資訊**：職稱及/或職位及職責說明、職務所屬單位、所在地、級別/資歷、員工識別碼（例如：個人編號）、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、主管/經理/團隊負責人姓名與聯絡資訊、責任通報結構、工作聯絡資訊
- **外部業務活動**：外部業務活動與董事職位的詳細資料（如涉及聘僱相關目的者）
- **個人聯絡資訊**：地址、電話、電子郵件、完整地址
- **照片/影片/錄音**：錄影、CCTV、相片、錄音紀錄/資料
- **證券和股票交易**：活動/經驗（涉及聘僱相關目的者）
- **簽名**：包括數位影像與實體副本
- **技能與資格**：就職前的推薦人、就業經歷、語言能力、推薦信、學歷、專業資格與會員資格、專業訓練、公司內部訓練、執照與認證、金融監管註冊、專業領域、一般管理經驗、領導行為
- **磁條卡輸入資料**

- **技術資料：**使用者名稱與密碼、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。
- **計時/出勤/缺勤資料：**輪班與加班資料、缺勤詳情，例如：病假、假日、請假、工作時間指示詳情
- **線上或實體活動資料：**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。
- **簽證/國籍資訊：**工作資格狀態、居住權、公民權、簽證詳情、護照詳情

我們可能分享個人資訊的第三方對象

在相關法律許可且為實現本須知所述目的之適當範圍內，本公司得按下表所列方式以及按情況所需依第 XI 節規定揭露個人資料。本通知的司法管轄區特定條款。

接收方類型	個人資訊類別
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。	除相關法律有所限制外，個人資訊會在專業顧問與服務供應商提供符合上表所載目的之服務時，向該等專業顧問與服務供應商分享。向專業顧問與服務供應商分享的個人資訊類別，符合他們為本公司提供的服務，包括：
服務供應商： 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；建議或發起本公司為其客戶所提供投資產品的資產經理人；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、不動產管理及其他服務提供商，其中按適用情況可包括您的雇主或公司。 備註：按適用情況所需，本公司會提供及收受來自第三方（例如：服務供應商）的合理協助，以便對資料主體存取請求做出回應。	<ul style="list-style-type: none"> ● 意外與事故通報 ● 用於驗證的生物識別技術 ● 商務差旅資訊 ● 機密唯一識別碼 ● 機會和包容性數據 ● 就業懲處和調查紀錄 ● 就業資訊 ● 財務帳戶資訊 ● 健康資訊 ● 照片/影片/錄音 ● 您所提供涉及家人與朋友的資訊 ● 工作資訊 ● 外部商業活動 ● 個人聯絡資訊 ● 證券與股票交易 ● 簽名 ● 技能與資格 ● 磁條卡輸入資料 ● 技術資料 ● 計時/出勤/缺勤資料 ● 線上或實體活動資料 ● 簽證/國籍資訊

公共和政府當局：在本公司經營業務所在國家對本公司具有規範或管轄權限之個體，例如：監管機關、執法單位、政府機構、授權許可與登記機構、司法機構以及該等主管機關指派之第三方。	<ul style="list-style-type: none"> • 意外與事故通報 • 商務差旅資訊 • 報酬資訊 • 機會和包容性數據（彙總） • 就業懲處和調查紀錄 • 就業資訊 • 指紋資料（僅限適用國家） • 健康資訊（彙總） • 照片/影片/錄音 • 工作資訊 • 外部商業活動 • 證券與股票交易 • 簽名 • 技能與資格 • 稅務資訊（彙總） • 計時/出勤/缺勤資料 • 簽證/國籍資訊
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。	<ul style="list-style-type: none"> • 報酬資訊 • 機密唯一識別碼 • 就業資訊 • 工作資訊 • 技能與資格 • 線上或實體活動資料 • 簽證/國籍資訊
工會：承包商所屬的工會。	<ul style="list-style-type: none"> • 就業資訊 • 工作資訊 • 技能與資格
目前及未來顧客及客戶。	<ul style="list-style-type: none"> • 照片/影片/錄音 • 工作資訊
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。	<ul style="list-style-type: none"> • 商務差旅資訊 • 照片/影片/錄音 • 您所提供涉及家人與朋友的資訊（如果他們參加活動） • 工作資訊 • 個人聯絡資訊 • 線上或實體活動資料
線上追蹤供應商：改善我們網站與平台的技術與設計功能	<ul style="list-style-type: none"> • IP 位址

附錄 1

由司法部所制定之個人資料保護法案相關

標準目的

代碼	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, labour insurance, farmers insurance, national pension	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	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-government	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)	labour 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 analysis	調查、統計與研究分析

代碼	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

附錄 2

由司法部所公布之個人資料保護法案相關資料類型

代碼	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 document	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、技術或其他專		
(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
--------	-------------------------------------	---------