

Candidate Privacy Notice

The purpose of this Candidate Privacy Notice is to inform individuals who inquire about and/or apply for employment with HSBC Bank USA, N.A. (“**HSBC**”) of the categories of Personal Information (as defined below) that we collect from candidates and the purposes for which we use such Personal Information.

For purposes of this Candidate Privacy Notice, “**Personal Information**” is information that relates to an identified or identifiable person. Personal Information does not include deidentified, aggregated or combined information, which includes data that is not reasonably capable of identifying an individual or being linked to an individual.

Categories of Personal Information Collected

HSBC may collect the following categories of Personal Information about candidates when they inquire about and/or apply for employment with HSBC:

- **Contact information**, such as the candidate’s name, home and work address, personal and work telephone numbers, personal and work email addresses
- **Job-related information and qualifications**, such as the position applied for, previous job roles, education, qualifications, licenses, assessment results, and any other information a candidate may choose to provide in the candidate’s résumé and/or employment application (“**Application**”)
- **National identification information**, such as the candidate’s citizenship, any visa or other right to work information, passport information, driver’s license or ID card, social security number, and birth certificate
- **Investment information**, such as brokerage account statements and listings
- **Political contributions**, such as contributions to a state or local official’s campaign or to a state or local political party committee
- **Diversity information**, such as the candidate’s ethnicity/race, disability status, veteran status, gender and sexual orientation
- **Results of background checks and screening**, such as criminal records and education verification results
- **References**, such as opinions and comments of any previous employers or coworkers

Purposes for Using and Disclosing Personal Information

HSBC may collect, use or disclose the categories of Personal Information identified above for the following purposes:

- to evaluate the candidate’s qualifications for employment and suitability for certain job roles (to the extent permitted by law) and to verify the accuracy of the information the candidate provided on the candidate’s Application;
- to determine the candidate’s eligibility to work;
- to plan and manage the workload and business activities of HSBC, including but not limited to payroll administration, general personnel recordkeeping, staffing and employment, licensing and other

regulatory activities, audit, security and access control, benefits administration, employee information systems, succession and contingency planning, pension administration, and the like;

- for the purpose of ensuring the security and integrity of its financial services, as well as the security and integrity of personal information relating to HSBC customers;
- to comply with legal and regulatory requirements, including to fulfill HSBC's obligations to report to relevant government authorities;
- to establish or defend legal claims and allegations; and
- to seek advice from lawyers, auditors and other professional advisers.