

Your privacy is very important to We Are Social Limited and therefore we have created this privacy notice to tell you what personal data we collect from you when you apply for a job with us and how we use that data.

The Personal Data (Privacy) Ordinance (Cap. 486) and its amendment Ordinance of the laws of the Hong Kong Special Administrative Region governs the collection, use, disclosure and care of personal data within Hong Kong. We Are Social Limited is responsible for the personal data that you provide to us pursuant to applicable laws.

When you apply for a job with us, we receive, store and process the data that you give to us when you make your application. When you submit an application to us, you consent to us processing your personal data in connection with your job application and our recruitment processes.

Any personal data that you provide to us will be processed in order to assess your application and to facilitate your recruitment (for instance, to assess and process your application, to carry out reference checks, to invite you to interviews, to advise you of other open positions that you may be suitable for etc.). We maintain appropriate technical and organisation measures designed to protect the personal data that you provide to us in this regard.

From time to time, we will need to share your personal data with third parties, however this will be limited to third parties that need to know it in order to perform their obligations towards us. We may disclose your personal data to the following types of third parties:

- Our parent company who administers certain global administrative solutions
- Service providers who are engaged for local or global administrative solutions

Accordingly, we process the personal data that you provide to us within the territory in which we are based and in various locations across the globe, depending on where our service providers, and their service providers (and so on and so forth), are located. However, whenever your data is transferred to a third party, we put in place various organizational, contractual/legal measures to safeguard your personal data and ensure that your personal data is exclusively processed for the purposes mentioned above.

We retain the personal data that you provide to us for two years after submission.

Should you have any questions concerning this privacy notice or how we handle your personal data, wish to withdraw the consent that you have given us to process your personal data, or wish to access and make corrections to your personal data, then please contact us at [dpo@wearesocial.net](mailto:dpo@wearesocial.net).