



Candidate Privacy Notice



Revised March 2026

North America Candidate Privacy Notice

This Candidate Privacy Notice (“Notice”) informs you of the categories of Personal Information that HSBC collects from you as part of an inquiry or application for employment with HSBC (this includes any Information disclosed during recruitment, and pre-employment screening), why and how we use your Personal Information, who we might disclose your Personal Information with and the steps we’ll take to make sure your Personal Information remains secure and private.

For the purposes of this Notice, the following definitions will apply:

When we say “You,” or “Your” we mean either: (1) the individual who has inquired about, or applied for employment with HSBC, or (2) an authorized agent who is submitting information on your behalf (e.g., this can include recruiting agencies, temporary consultant firms, and others who you have directed to submit information)

When we say “We”, “Us.” “Our,” or “HSBC” we mean the certain HSBC entities that are part of this notice. Please see Appendix 1 for more information on the HSBC entities.

Categories of Personal Information we collect:

HSBC collects information that identifies, relates to, describes, references, is capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular consumer or device (“**Personal Information**”). We may have collected the following categories of Personal Information within the last 12 months:

- **Personal Identifying Information:** such as your name, any previous names, your gender, your employment history, your education, your date and place of birth, your email address(es), your phone number(s) and your physical address.
- **Job-related Information and Qualifications:** such as the position you have applied for, your previous employment history, your educational background, licenses or other professional certifications, assessment results, and any other job-related information you may choose to provide in your resume and/or employment application.
- **Background Check and Screening Results:** such as educational and employment verifications and criminal background history.
- **National Identification Information:** such as your citizenship, visa or right-to-work information, passport information (including number and passport photo page), driver’s license or other identification card information (including number, state (if applicable) and photo), social security number or other tax-identification number, and birth certificate.
- **Investment and other Financial Information:** such as your brokerage account statements and listings and your credit score and report (if applicable).
- **Political Contributions:** such as contributions to a federal, state or other local official’s campaign or to a federal, state or local political party committee.
- **Reference Information:** such as opinions and comments from former employers and coworkers
- **Sensitive Personal Information as defined by applicable law:** such as government identifiers (e.g. social security numbers, passport number, driver’s license number), an account log-in, financial account, password or credentials allowing access to an account; precise geolocation, contents of mail, email and text messages, biometric information processed to identify a consumer (e.g.,



fingerprints), information concerning a consumer's health or sexual orientation, information about religious or philosophical beliefs, race, or ethnic origin.

- **Inference Data:** drawn from any of the above categories of information (excluding Sensitive Personal Data) reflecting the consumer's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes

In countries where it is permissible to do so and only as required to meet legal obligations, we may collect:

- **Demographic Information:** such as your ethnicity/race, disability status, veteran status, your gender identity, your sexual orientation or any dietary requirements or preferences
- **Health or medical information:** such as your medical conditions, your health and sickness records

You are not required to provide either demographic or health information as part of your application. Failure to provide either demographic or health information as part of your application will have no bearing on the outcome of your application.

Our Sources of Personal Information:

In the past 12 months, we may have collected your Personal Information from a range of different sources including:

- **Directly from you:** For example, from documents you have submitted to us as part of your application, through any other written communication with us (including via email, interactions with our website etc.), or through any verbal communications with members of our team),
- **From third parties who you have instructed or requested to provide us with your information:** For example, from your references, former employers, or from recruiters
- **From vendors, service-providers or other HSBC entities (as applicable):** For example, information required for marketing, or processing your application,
- **From publicly available sources:** For example, from internet searches, or social media

Our Business Purposes for the Collection, Disclosure and Use of Personal Information:

We may collect, use or disclose your Personal Information, including Sensitive Personal Information for our business purposes as outlined below:

- To evaluate your candidacy and suitability for the job you have applied for (where permitted by applicable law)
- To further your application through the hiring process (e.g., to schedule interviews with you, notify you of decisions, to send you details and links for online tests or assessments, and to request additional information in furtherance of your application)
- To verify the accuracy of the information provided on your application and perform vetting activities, such as performance of a criminal convictions check or credit reference check.
- To determine your eligibility to work for HSBC and in the applicable country
- To contact you about job vacancies and other company matters that may be of interest to you
- To invite you to assessment days, open days, and company events that may be of interest to you
- To manage our relationship with you, including (unless you tell us otherwise) telling you about our company, opportunities, other roles, services, and events we think may be of interest to you
- To plan and manage the workload and business activities of HSBC, including but not limited to: (1) payroll administration, (2) general personnel recordkeeping, (3) staffing and employment, (4) licensing and other regulatory activities, (5) audit, security, and access controls, (6) benefits administration, (7)

employee information systems, (8) succession and contingency planning, (9) pension administration, and other related activities;

- To ensure the security and integrity of HSBC's financial services, as well as the security and integrity of personal information relating to HSBC customers
- To protect our legal rights and perform legal requirements, such as preventing or detecting crime, including fraud, financing for terrorism and human trafficking or other financial crime, complying with our legal and regulatory requirements such as reporting requirements, establishing or defending legal claims and allegations and seeking advice from our lawyers, auditors and other professional advisers
- To match you to job vacancies using Artificial Intelligence (AI), to send you job advertisements if you've opted-in to receiving them and to provide you with information on our job vacancies using the methods of communication you have specified
- To analyze your information to identify possible service improvements in our recruitment process, including to improve our products and services to best meet the needs of our employees

How we might disclose your Personal Information

In the past 12 months, we may have disclosed any of the above categories of Personal Information with others where lawful to do so, including where we or they:

- Have a public or legal duty to do so, (e.g. to assist with detecting and preventing fraud, tax evasion and financial crime);
- Need to in connection with regulatory reporting, litigation or asserting or defending legal rights and interests;
- Have a legitimate business reason for doing so, (e.g. to manage risk, verify your identity or assess your suitability for roles);
- Have asked you for your permission to disclose it, and you've agreed.

We may disclose your information with the following types of entities:

- Other HSBC Group companies
- Sub-contractors, agents or service providers (including professional advisors and insurance brokers) who work for us or provide services to us or other HSBC Group companies (including their employees, sub-contractors, service providers, directors and officers)
- HSBC recruiters from HSBC group companies and third-party human resource consultants and service providers (and their sub-contractors)
- Your intermediaries
- Tax authorities, trade associations, and credit reference agencies
- Any people or companies in connection with potential or actual corporate restructuring, merger, acquisition or takeover, including any transfer or potential transfer of any of our rights or duties under our agreement with you
- Law enforcement, government, courts, lawyers, dispute resolution bodies, our regulators, auditors and any party appointed or requested by our regulators to carry out investigations or audits of our activities
- Other parties involved in any disputes, grievances, and investigations
- Fraud prevention agencies who'll also use it to detect and prevent fraud and other financial crime and to verify your identity
- Anybody else that we've been instructed to disclose your information with by you.



We may disclose aggregated or anonymized information within and outside of the HSBC Group and with partners such as research groups, universities, or advertisers (for example, we may disclose information about general employment trends to assist in research). You won't be able to be identified from this information.

How we keep Personal Information secure

We take our responsibility to protect your information very seriously. We use physical, technical, and procedural safeguards that comply with applicable legal standards to secure your information from unauthorized access and use, alteration, and destruction.

Privacy Notice Requirements Specific to California Residents

If you are a California Resident, California law may provide you with additional rights. To learn more about your California privacy rights, [click here](#) for the California Consumer Privacy Act (CCPA) Statement. You can review our US Online Privacy Statement, available here.

We only collect and process Sensitive Personal Information as specifically allowed under the CCPA and do not collect or process Sensitive Personal Information for the purposes of inferring characteristics about a consumer as defined by the CCPA.

HSBC does not engage in the sale or sharing of Personal Information as contemplated by the CCPA. Additionally, we do not knowingly sell or share information regarding children under the age of 16.

How long we retain Personal Information

HSBC retains Personal Information collected for as long as we have a relationship with you or the business you represent, consistent with our record retention policies and as required by law.

If you apply for a job with us, we will retain certain Personal Information in line with applicable law, local regulations or otherwise for a period of two years from the date your account was last active.

If we no longer have a reason for retaining your Personal Information, we will destroy, delete or anonymize it sooner.



Appendix 1: HSBC Entities

Below is a list of legal entities covered by this Privacy Notice:

Country/ Territory	Legal Entity	DPO Contact	Right of Individuals Contact
Canada	HGCA - HSBC Global Services (Canada) Limited	Christina M Reyes	Jacqueline_hewitt@hsbc.ca
United States of America	Giller Limited		US.Privacy@us.hsbc.com
	HSBC Bank USA, N.A.		
	HSBC Global Asset Management		
	HSBC Finance Corporation		
	HSBC Securities (USA) Inc.		
	HSBC Trust Company (Delaware)		
	HTSU - HSBC Technology & Services (USA) Inc.		
	HSBC Insurance Agency (USA) Inc.		

Appendix 2 – Local Data Protection Authority Contact details

Below is a list of local Data Protection Authority contact details for the countries/territories covered by this Privacy Notice:

Countries /Territories	Data Protection Authority	Contact Details
Canada	Office of the Privacy Commissioner of Canada	Office of the Privacy Commissioner of Canada Address: 30 Victoria Street, Gatineau, Quebec, K1A 1H3 Toll-free: 1-800-282-1376 Phone: 819-994-5444 Website: Contact the Information Centre - Office of the Privacy Commissioner of Canada
United States of America	California Privacy Protection Agency	California Privacy Protection Agency Address: ATTN: PRA Coordinator, 400 R Street, Suite 330 Sacramento, CA 95811 Phone: 916-572-2900 Email: info@coppa.ca.gov Website: Contact Us - California Privacy Protection Agency (CPPA)