

## 中国大陆个人信息保护声明

如果您申请的是位于中国大陆的职位，本声明进一步列出了花旗在招聘过程中如何根据适用的中国数据和个人信息保护法收集、储存、使用、处理、传送、提供、披露和删除（“处理”）您的个人信息。

您应仅在完全理解本声明并确认接受其内容的前提下注册并进行职位申请。

在本声明中，“我们”、“花旗”、“我们”或“我们的”均指花旗集团内目前及未来设立的实体。

### 我们的联系方式：

校园招聘：Asia.graduate.recruitment@citi.com

社会招聘：HRSSAPAC@citi.com

## 1. 定义

1.1. “个人信息”是以电子或者其他方式记录的与已识别或者可识别的自然人有关的各种信息，不包括匿名化处理后的信息。

1.2. 个人信息包括“敏感个人信息”，花旗将基于法律规定和本声明所述的目的处理该等敏感个人信息。下列个人信息通常会被认为是敏感个人信息：

- 生物识别信息
- 宗教信仰信息
- 特定身份信息
- 医疗健康信息
- 金融账户信息

我们在本声明第2.1条所涉个人信息中对常见的敏感个人信息进行了显著标记，但不能穷尽花旗所处理的您的所有敏感个人信息。

## 2. 处理

2.1. 花旗在职位招聘流程中可能处理的个人信息，包括但不限于：

- a) 个人识别及联络信息：姓名、性别、出生日期、**证照信息、就业及居留许可信息、照片、残障信息（如适用）、户籍地址、现住址、联系方式、婚姻或家庭状况、紧急情况联系人及其联系方式等**；
- b) 个人简历信息：专业资格和资质、语言技能信息、**涉诉及有无犯罪的记录、既往工作履历信息、既往奖惩情况、信用状况、入离职信息及原因、入职受限信息、花旗服务史、外部任职信息、以及职位招聘过程中收集的其他信息及背景调查信息等**；
- c) 教育及培训信息：学历/学位证书、就读学校、入学及毕业信息、培训记录、培训成绩等；
- d) **视听资料**：在工作场所活动（面试、手续办理等）时的照片、语音、视频和您

的其他视觉图像资料等；

- e) 通讯及IT数据信息：招聘网站或系统中的访问记录或数据等；
- f) **健康及医疗信息**：体检信息、涉违禁药品毒品信息、病情和诊疗信息、预防接种信息、残疾信息及等级评定等；
- g) **财务与薪酬信息**：征信信息、金融财务状况、既往薪资情况、薪资福利数据、涉及社保及公积金缴纳信息等；
- h) **股票及投资信息**：本人及亲属外部任职及投资信息、持有股票、期权以及行权信息等；
- i) 其他与职位招聘或人力资源管理相关的信息。

2.2. 花旗将在必要的范围内为下述目的处理上述个人信息：

- a) 为订立、履行劳动合同或相关人事协议；以及
- b) 实施人力资源及人才管理

2.3. 这些处理行为包括但不限于：

- a) 候选人资料审查  
在收到您的职位申请信息和资料后，花旗将通过各种渠道对您的个人信息及资料进行初步审查和确认。
- b) 背景和信用查证  
为充分考虑您和花旗以及岗位的适配性，花旗将通过任何渠道核实并调查您提供的与职位申请相关的所有信息，包括履历、申请表和其他相关文件。同时花旗将对您本人的信用状况进行必要的查证，包括以往的信用记录、未偿还欠债、信用卡帐户记录、资产记录及还款记录。
- c) 招聘联络  
花旗将使用您的联络方式与您进行信息确认、面试安排等方面的沟通。
- d) 向监管部门汇报人员聘任  
对于部分必要岗位，花旗将按照监管部门的要求，在您入职前向监管部门汇报、提供有关您的拟聘信息及您的个人信息。
- e) 维持公共区域的治安及公共卫生  
为维持诸如每一办公楼层出入口、接待区以及楼道等公共区域的治安以及应对突发公共卫生事件、维护花旗工作场所的健康和安全，花旗需要在公共区域安装视频监控系统并处理视频监控系统所记录的您在招聘期间在花旗工作场所的行为和活动。
- f) 监控花旗的工作及网络系统  
根据适用法律及花旗政策的规定，花旗或其安全技术供应商可能会访问、审查、监控、成像、搜索或删除您对花旗系统的使用。请注意，花旗只有在怀疑存在不当行为或非法活动时，才会查看您的通讯内容。
- g) 办理就业相关证件/手续  
花旗还可能因协助您办理与入职相关的证件或手续而处理您的个人信息花旗。

3. 个人信息的保留和其他处置

- 3.1. 为前述目的，花旗有可能委托花旗集团及其在全球的任何分支机构、子公司和关联实体及其被授权人员、第三方服务商处理您的个人信息，这些第三方服务商包括但

不限于：

- a) 薪酬及福利管理服务商
- b) 人力资源薪酬及管理规划供应商
- c) 背景调查服务供应商
- d) 软件、网络、云服务、及其他IT提供商
- e) 专业机构（律师事务所、会计师事务所、税务师事务所等）
- f) 安全应急服务供应商
- g) 以及其他为本声明所示目的聘请的向花旗提供管理、人事、数据处理、通讯、计算机、法律、财务或其他服务的在境内外的任何代理商、承包商或第三方服务提供方

- 3.2. 在职位招聘期间及招聘结束之后，为与您联络、人才保留以及预知相应的人力资源管理及规划等目的，花旗将继续保留并处理您的个人信息。
- 3.3. 花旗将依照法律规定或按照监管及有关权力机关（无论在中国境内或境外）的要求；或为保护花旗合法权利；或当为花旗工作的人员的健康或安全受到威胁的紧急情况下向其他第三方提供您的个人信息。
- 3.4. 花旗将根据法律法规规定的保存期限保留您的个人信息；不再被需要的个人信息将被销毁、删除或做匿名化处理。

4. 个人信息的存储地点

- 4.1. 为本声明所述之目的，花旗需要使用各种系统来处理您的个人信息，其中包括在中国境内外服务器托管的系统，包括但不限于Workday、Avature，以及其他花旗集团正在使用或未来可能使用的招聘及信息系统。因此您的个人信息也可能存储或传输至中国境外。
- 4.2. 花旗在美国和世界各国的数据中心维护计算机系统，保存您的个人信息，并且可以通过由花旗及其关联花旗或代表花旗及其关联花旗拥有或运行的全球电脑系统的处理您的个人信息。这些数据中心具体位于美国、智利、哥斯达黎加、中国、新加坡、菲律宾、巴西、印度、香港和墨西哥，上述地区可能会不时发生变更。
- 4.3. 花旗将确保存储在中国境外或传输至中国境外的您的个人信息获得适当保护，并符合中国法律的规定。如果人员对向境外提供个人信息有任何疑问，请通过载于本声明文首的联系方式联系我们。
- 4.4. 下面列出了花旗将您的个人信息存储在境外，以及花旗向境外实体传输人员个人信息的一些情形，包括但不限于：

信息接受方	国家/地区	系统名称	联系方式	(数据) 处 理用途	(数据) 处 理 方 式	个人信息类别	咨询方式及流 程
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花旗集团及其分支机构	美国、新加坡、香港特别行政区、菲律宾, 等等	Avature	<a href="mailto:Asia.graduate.recruitment@citi.com">Asia.graduate.recruitment@citi.com</a>	花旗集团招聘管理	收集、存储、加工、传输、提供和删除候选人个人信息	个人识别及联络信息, 履历信息, 就业管理信息, 教育及培训信息。	如有不能自助处理的, 请通过所提供的联系方式联络花旗提出请求。
花旗集团及其分支机构	美国、新加坡、香港特别行政区、菲律宾, 等等	Workday	外部: 电子邮箱 <a href="mailto:HRSSAPAC@citi.com">HRSSAPAC@citi.com</a> 内部: HR Help Center	花旗集团内部人力资源管理	收集、存储、使用、加工、传输、提供、公开和删除人员个人信息	个人识别及联络信息, 履历信息, 就业管理信息, 教育及培训信息, 财务与薪酬信息, 健康相关信息	如有不能自助处理的, 请通过所提供的联系方式联络花旗提出请求。

## 5. 您的权利义务

- 5.1. 根据适用的法律法规, 您对其个人信息拥有知情权与决定权, 可就花旗存储或处理您的个人信息的性质进行查询和复制该等个人信息。当您发现您的个人信息不完整或不准确时, 您有权要求花旗对您的个人信息进行更正、补充。在您有合法理由认为您的个人信息的任何处理行为违反所适用的法律法规的情况下, 您有权要求花旗对您的个人信息进行删除。如果您对上述权利的行使有任何疑问, 请通过载于本声明文首的联系方式联系我们。
- 5.2. 您的个人信息若有任何变更, 请通过载于本声明文首的联系方式联系我们以便于履历记录得以妥善记录。
- 5.3. 为本声明所示的目的, 如您向花旗提供家庭成员、受益人、被抚养人\被赡养人\被扶养人、抚养人\赡养人\扶养人或其他第三方的个人信息, 您有责任将该信息的处理情况及本声明中所述的与信息处理有关的内容告知他们并取得他们的同意, 您向花旗提供该等信息则视为您已获得相关人员的同意。
- 5.4. 您在职位招聘中向花旗提供的所有信息均为真实及准确的, 不能蓄意隐瞒任何与职位招聘的相关事实或情况。

# CHINA MAINLAND PERSONAL INFORMATION PROTECTION STATEMENT

If you are applying for a role located in the China mainland, this Statement sets out further information that is related to how Citi collects, stores, uses, processes, transmits, provides, discloses, and deletes ("Processing") personal information about you in connection with the recruitment processes in accordance with applicable Chinese data and personal information protection laws.

You shall register and apply for a job only if you have fully understood this Statement and confirm your acceptance of its contents.

For the purposes of this Statement, references to "we", "Citi", "us" or "our" are references to entities within Citigroup now and in the future.

## CONTACT US:

Campus Recruitment: [Asia.graduate.recruitment@citi.com](mailto:Asia.graduate.recruitment@citi.com)

Lateral Recruitment: [HRSSAPAC@citi.com](mailto:HRSSAPAC@citi.com)

## 1. Definitions

1.1. "Personal Information" means any kind of information related to an identified or identifiable natural person as electronically or otherwise recorded, excluding information that has been anonymized.

1.2. Personal Information herein this Notice this Statement includes "Sensitive Personal Information" which Citi will Process to the extent necessary in order to strictly comply with the requirements of Chinese laws. Sensitive Personal Information includes, for example, information relating to an individual's:

- Biometric identification information
- Religious belief information
- Specific identity information
- Medical and health information
- Financial account information

We have marked common Sensitive Personal Information hereto as listed in item 2.1 of this Statement in bold, which may not exhaust all the Sensitive Personal Information Processed by Citi.

## 2. Processing

2.1 Personal Information Processed by Citi during the recruitment may include but not limited to:

- a) personal identification and contact information: name, gender, date of birth, **ID certificate information, employment and residence permit information, photos, disability information (if applicable), registered residence address, current address**, contact method, marital or family status and emergency contact person

and his/her contact information etc.

- b) personal resume information: professional qualifications, language skills information, **litigation and criminal records**, previous work resume information, previous rewards and punishments, **credit status**, employment and resignation information and reasons, employment restrictions, Citigroup service history, external employment information and other information collected during the recruitment process as well as reference check information etc.;
- c) education and training information: education/degree certificate, schools, enrollment and graduation information, training records, and training results etc.;
- d) **audio visual materials**: photos, voice, video and other visual image materials during your activities (interview, procedure completion) in the workplace etc.;
- e) Communication and IT data information: access records or data in recruitment websites or systems, etc.;
- f) **health and medical information**: physical examination information, information related to illegal medicines and drugs, illness and diagnosis information, vaccination information, disability information and rating etc.;
- g) **financial and remuneration information**: credit information, financial status, past salary information, salary and welfare data information related to social security and provident fund payment etc.;
- h) **stock and investment information**: you and your relatives' external engagement and investment information, stock holdings, options and exercise information etc.;
- i) other information related to the job recruitment or human resources management.

2.2 Citi will Process Personal Information to the extent necessary for the following purposes:

- a) for the conclusion or performance of an employment contract or a human resources related agreement; and
- b) carrying out human resources and talent management.

2.3 These Processing activities include but not limited to:

- a) review of candidates' application materials  
After receiving your application information and materials, Citi will conduct initial review and confirmation of your Personal Information and materials through various channels.
- b) background and credit check  
In order to fully consider your suitability for Citi and the position, Citi will verify and investigate all information you provide in connection with your application for the position, including your resume, application form and other relevant documents, through any channel. Citi will also conduct the necessary checks on your credit status, including past credit history, outstanding debts, credit card account history, asset history and repayment history.
- c) recruitment contact  
Citi will use your contact information to communicate with you about information confirmation and interview arrangement etc. through your contact information.
- d) reporting to regulatory authorities on staffing appointments

For some positions, it is necessary for Citi to report and provide information about your proposed employment and your Personal Information to the regulatory authorities before the commencement of your employment, as requested by the regulatory authorities.

e) maintaining public security and health in public areas

To maintain the security in public areas such as entrance and exist points, the reception area and staircases to each office floor, as well as responding to public health emergencies and maintaining the health and safety of the Citi workplace, Citi may need to install CCTV cameras in public areas and Processes CCTV images/videos of your movements and activities.

f) monitoring Citi's OA and network Systems

As required by applicable law and Citi policy, Citi or its security technology providers may access, review, monitor, image, search or delete your use of Citi systems. Please note that Citi will only view the contents of your communications if it suspects misconduct or illegal activity.

g) handling employment-related documents/procedures

Citi may Process your Personal Information when it assists in handling your employment-related documents/procedures.

### **3 Retention and Other Disposal of Personal Information**

3.1 For purposes expressly stated above, Citi may entrust Citigroup and any of its branches, subsidiaries, and affiliated entities all over the world and their authorized members and third-party service providers to Process your Personal Information. These third-party service providers include but not limited to:

- a) compensation and welfare management service provider
- b) HR compensation and management planning supplier
- c) reference check service provider
- d) software, network, cloud services and other IT providers
- e) professional institutions (law firms, accounting firms, tax agent firms, etc.)
- f) safety emergency service provider; and
- g) any domestic or overseas agents, contractors, or third party service providers who engage to provide management, personnel, data processing, communication, computer, legal, financial or other services to Citi for the purposes stated herein

3.2 Citi will continue to retain and Process your Personal Information during and after the recruitment period for the purposes of contacting you, talent retention and anticipating appropriate human resource management and planning.

3.3 Citi will provide your Personal Information to other third parties as required by law or as requested by regulatory and relevant authorities (whether within or outside of China); or to protect the legal rights of Citi; or in urgent circumstances where the health or safety of persons working for Citi is at risk.

- 3.4 Citi will retain your personal information according to the retention period stipulated by laws and regulations. Personal Information that is no longer needed will be destroyed, erased or anonymized.

#### 4 Storage Location of Personal Information

- 4.1 For the purposes stated herein, Citi may need to use various systems to Process your Personal Information, including systems hosted in servers within or outside of China, including but not limited to Workday, Avature and other recruitment and information systems that Citigroup is using or may use in the future. As a result, your Personal Information may also be stored or transferred outside of China.
- 4.2 Citi maintains computer systems in data centers in the United States and around the world, to store your Personal Information, and may Process Personal Information through global computer systems owned or operated by or on behalf of Citigroup and its affiliates. These data centers are located in the United States, Chile, Costa Rica, China, Singapore, the Philippines, Brazil, India, Hong Kong and Mexico, which may change from time to time.
- 4.3 Citi will ensure that your Personal Information stored or transmitted outside China is properly protected and complies with the provisions of Chinese laws. If you have any questions about providing Personal Information outside China, please contact us by using the contact details set out at the top of this Statement.
- 4.4 The table below lists some situations where Citi stores your Personal Information outside China and transmits the workforce member Personal Information to overseas entities, including but not limited to:

Information Recipient	Country /Region	Name of System	Contact Information	Purpose of Processing	Method of Processing	Category of Personal Information	Method and Procedures of Consultation
Citi and its affiliated companies	US, Singapore, Hong Kong SAR, the Philippines, etc.	Avature	<a href="mailto:Asia.graduate.recruitment@citi.com">Asia.graduate.recruitment@citi.com</a>	Recruitment Management within Citigroup	Collection, storage, processing, transmission, provision, deletion etc. of candidates' personal data.	Personal identification and contact information, resume information, employment management information, education and training information.	For the needs that cannot be achieved by self-service, please reach out to Citi via the shown contact information to raise your request.
Citi and its affiliated companies	US, Singapore, Hong Kong SAR, the Philippines, etc.	Workday	For external requestor, contact via email: HRSSAPAC@citi.com For internal employee,	HR Management within Citigroup	Collection, storage, use, processing, transmission, provision, disclosure, deletion etc.	Personal identification and contact information, resume information, employment	For the needs that cannot be achieved by self-service, please reach out to Citi via the shown



			contact via HR Help Center.		of employees' personal data.	management information, education and training information, financial and remuneration information, health related information	contact information to raise your request.
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## 5 Your Rights and Obligations

- 5.1 According to applicable laws and regulations, you have the right to know and to make decision on your Personal Information, are entitled to enquire as to the nature of storage or Processing of your Personal Information by Citi and to copy such Personal Information. Where you find your Personal Information is incomplete or inaccurate, you are entitled to request Citi to correct or supplement the Personal Information. Where you have legitimate grounds to consider that any Processing of your Personal Information is not in compliance with applicable laws and regulations, you are entitled to request Citi to delete your Personal Information. If you have any queries in relation to the exercise of the aforesaid rights, you should contact us by using the contact details set out at the top of this Statement.
- 5.2 Any change to your Personal Information, please notify us by using the contact details set out at the top of this Statement so that accurate records can be maintained.
- 5.3 For purposes expressly stated in this Statement, for Personal Information to Citi you have provided of your family members, the beneficiaries, dependents, supporters, or other related persons, you have the responsibility to notify them of the information Processing and the content related to information Processing described in this Statement and obtain their consent accordingly. Your provision of such information shall be deemed to have obtained the consent of the relevant members.
- 5.4 All information you provide to Citi in connection with the job recruitment is true and accurate, and you cannot knowingly conceal any facts or circumstances relating to the job recruitment.