

[Letterhead of CCBI]

**Privacy Policy of CCB International (Holdings) Limited and its subsidiaries which carry on business in Hong Kong**

This Privacy Policy ("**Policy**") applies to CCB International (Holdings) Limited and its subsidiaries (collectively, "**CCBI**") which control the collection, holding, processing or use of personal data in Hong Kong. For the purposes of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 ("**GDPR**"), to the extent the GDPR applies to your relationship with CCBI, the data controller is the relevant CCBI entity you have entered into an agreement with.

In compliance with the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong) ("**PDPO**") and the GDPR, to the extent applicable, this Policy sets out how CCBI may collect, use and transfer your personal data and how you may access your personal data and your correction rights. This Policy applies to all products and services provided or managed by CCBI (including but not limiting to where CCBI acts as the investment advisor).

The provisions of this Policy constitute part of the account term and conditions and/or agreement or arrangements that you enter into with CCBI. If any discrepancy is identified, the terms of this Policy shall prevail.

**Personal Data Collected by CCBI**

1. CCBI may collect and/or hold (including but not limited to via documentation or telephone recording system), for the purposes as stated in this Policy, the following types of information (your personal data, as defined in the PDPO):
  - (i) your name, contact information provided by you or by the company contracting with CCBI, including residential and correspondence address, phone number, fax number, email address, date of birth, nationality, Hong Kong identity card number, travel document information, gender, employment and occupation record, family, educational background;
  - (ii) Information collected by us, including details of your investment appetite and experience, financial information, transaction records, investment behavior and pattern, bank account information, demographic information or identifier(s) that are held in a cookie or processor serial number that is combined with other personal information).(collectively, "**Personal Data**").
2. If you fail to supply or if CCBI is unable to collect such Personal Data, then depending on

the Personal Data in question (and as further detailed below) it may result in CCBI being unable to offer or continue its services, open or continue the account(s), establish or continue financing facilities, establish or maintain the business relationship between you and CCBI in the ordinary course of business or comply with any laws, regulations or guidelines issued by regulatory or other authorities.

Outside of the European Union, CCBI may at any time conduct credit enquiries on you to verify the information you provide to CCBI through, including but not limited to, your bankers, brokers and any credit agency.

### **Purposes for which CCBI collects Personal Data**

3. The purposes for which your Personal Data may be used and, to the extent applicable, for the purposes of the GDPR, the legal basis on which they are processed, are as follows:

To enter into and perform our contract with you, we will process your personal data when:

- (i) opening and administering your account(s) with CCBI and operating the products, services and credit facilities provided to you, making lending and credit analysis decisions, conducting credit checks, ensuring your ongoing credit worthiness and providing customer services (including but not limited to via telephone, mail, e-mail, facsimile or any other means of communications);
- (ii) assisting other financial institutions to conduct credit checks and collect debts;
- (iii) creating and maintaining CCBI's credit scoring models;
- (iv) verifying the data / information provided by any other person(s) or third party;
- (v) determining the amount of indebtedness owed to you or by you and recovering any monies owed from or liabilities incurred by you and those providing security for your obligations;
- (vi) facilitating the daily operations of the investment products or services managed, operated or provided by CCBI; and
- (vii) creating and maintaining CCBI's customer or potential customer profile and segregation and business model.

Where it is in CCBI's legitimate interest to run its business operations, CCBI will process your Personal Data to:

- (i) meet legal obligations, requirements or arrangements of CCBI to comply with, or in connection with any laws, regulations or rules binding on CCBI or any rules, codes, guidelines or directions issued by such legal, governmental, regulatory, tax, law enforcement or other authorities with which we consider CCBI should comply in order to meet any legal obligations imposed on us (including but not limited to the laws, regulations and international agreements for the implementation of automatic exchange of financial account information ("AEOI") and the U.S. Foreign Account Tax Compliance Act ("FATCA")),

including, where applicable, for the purpose of assisting CCBI and/or any investment vehicle that CCBI provides services to in obtaining any exemption, reduction or refund of any withholding or other taxes imposed by any taxing authority or other government agency;

- (ii) facilitate the daily operations of the investment products or services managed, operated or provided by CCBI;
- (iii) create and maintain CCBI's customer or potential customer profile and segregation and business model;
- (iv) prevent, detect or report any crime and to pursue our legitimate interest of performing risk management activities and preventing any fraudulent or dishonest behaviour, corruption, tax evasion and the provision of financial or other services to persons who may be subject to economic or trade sanctions on an on-going basis;
- (v) design financial services or related products for customers' use;
- (vi) enable an actual or proposed assignee of CCBI, or participant, or sub-participant of CCBI's rights to evaluate the transaction intended to be the subject of the assignment, participation or sub-participation;
- (vii) meet the requirements of the Hong Kong Exchanges and Clearing Limited, the Securities and Futures Commission, any relevant exchange, any legal, governmental, tax, law enforcement or other regulatory authority, body or entity under any applicable laws, rules, regulations, codes, guidelines or directions to which CCBI is subject, in order to meet the legal obligations imposed upon us.

Where we obtain your consent, we may process your Personal Data to market services, products and other subjects in relation to asset management, research, investment banking, financing solution, M&A advisory, trading and brokerage, underwriting, investment management services, investment advisory services, custodial services, investment products and other financial services (collectively, "**Products and Services**") in order to pursue our legitimate interest of marketing products and services to you (please see further details in paragraph 7 below on Use of Personal Data in Direct Marketing).

#### **Who your Personal Data may be Shared With**

4. Your Personal Data held by CCBI will be kept confidential but CCBI may provide, transfer, disclose or exchange such Personal Data to the following parties for the purposes set out in paragraph 3 above:
  - (i) any agent, contractor or third party service provider who provides administrative, telecommunications, computer, data processing, information technology, payment or securities clearing or other similar services to CCBI in connection with the provision of services to you;

- (ii) any direct or indirect holding company of CCBI or any subsidiary or affiliates of CCBI and such holding company (collectively, “**CCB Group**”) in connection with the provision of services to you;
- (iii) the drawee bank by providing a copy of cheque which may contain information about the payee;
- (iv) a person making any payment into your account (by providing a copy of a deposit confirmation slip which may contain your name);
- (v) credit reference agencies, for the purpose of making lending and credit analysis decisions and conducting credit checks, and, in the event of default, to debt collection agencies for the purpose of recovering any debts;
- (vi) any bank or financial institution with which the customer has dealings or proposes to have dealings;
- (vii) an actual or proposed assignee of CCBI, or participant, or sub-participant of CCBI’s rights to evaluate the transaction intended to be the subject of the assignment, participation or sub-participation;
- (viii) third party financial institutions, insurers, administrators, custodians, trustees, credit card companies, securities and investment services providers in connection with the provision of services to you;
- (ix) CCB Group pursuant to any applicable laws, regulations, rules, codes, guidelines or directions to which CCBI or the CCBI Group as a whole is subject;
- (x) other members of CCBI Group and, outside of the European Union and subject to notifying you of the names of the insurance companies or any other third parties and obtaining your prior written consent, to such insurance companies or third parties for direct marketing of their Products and Services and in some occasion for gain (if it is to be so provided);
- (xi) the directors, trustee, investment managers, investment advisors, administrators, custodians, auditors, registrar, financial advisors, brokers of any investment products that are managed or operated by CCBI, in connection with the provision of services to you;
- (xii) any legal, accounting or professional person, firm or body; and
- (xiii) the Hong Kong Exchanges and Clearing Limited, the Securities and Futures Commission, any relevant exchange, any legal, governmental, tax, law enforcement or other regulatory authority, body or entity under any domestic and foreign applicable laws and regulations (including but not limited AEOI and FATCA), rules, codes, guidelines or directions to which CCBI (and where applicable, any investment vehicle that CCBI provides services to) is subject.

5. The information that we collect from you will be transferred to, and stored at/processed in Hong Kong and in other countries and locations outside the EEA. Such countries and locations may not have the same data protection laws as your country but we will take all

steps reasonably necessary to ensure that your Personal Data is treated securely and in accordance with this notice. Where required under the applicable data protection laws, suppliers that process Personal Data outside of the EEA are required to execute the Standard Contractual Clauses for the transfer of Personal Data or be certified as complying with the US Department of Commerce's EU-US Privacy Shield.

6. Under AEOI and FATCA, financial institutions including CCBI are required to identify account holders and controlling persons of certain entity account holders who are reportable foreign tax residents and report their Personal Data (including but not limited to their name, address, jurisdiction(s) of tax residence, tax identification number in that jurisdiction(s), and account balance and income information) to the local tax authority where the financial institution operates or directly to the U.S. Internal Revenue Service. The local tax authority will provide this information to the tax authority of the reportable foreign tax resident's country of tax residence on a regular, annual basis. Without limiting the generality of this Privacy Policy, CCBI may transmit Personal Data to the Hong Kong Inland Revenue Department or any other relevant domestic or foreign tax authority for transfer to the tax authority of another jurisdiction for the purposes described above. CCBI may transmit Personal Data to the U.S. Internal Revenue Service for the purposes described above.

#### **Use of Personal Data in Direct Marketing**

7. CCBI intends to use your Personal Data in direct marketing and CCBI requires your consent for that purpose. In this connection and subject to you providing your consent, please note that:
  - (i) your name, contact details, products and services portfolio information, transaction pattern and behaviour, financial background and demographic data held by CCBI from time to time may be used by CCBI in direct marketing;
  - (ii) the following classes of services, products and subjects may be marketed: the Products and Services;
  - (iii) the Products and Services may be provided or (in the case of donations and contributions) solicited by CCBI and/or:
    - (1) any other member of the CCB Group;
    - (2) third party financial institutions, insurers, card companies, securities and investment services providers;
    - (3) third party reward, loyalty or privilege programme providers;
    - (4) co-branding partners of the CCBI and any other member of the CCB

- Group; and
- (5) charitable or non-profit making organizations;
  - (iv) in addition to marketing the Products and Services, CCBI also intends to provide the data described in paragraph 7(i) above to all or any of the persons described in paragraph 7(iii) above for use by them in marketing the Products and Services, and CCBI requires your written consent for that purpose;
  - (v) CCBI may receive money or other property in return for providing the data to the other persons in paragraph 7(iv) above and, when requesting your consent as described in paragraph 7(iv) above, CCBI will inform you if it will receive any money or other property in return for providing the data to the other persons.

If at any time you have the right to object to our processing of data about you for marketing purposes, as described above. To exercise this right, please email [pdpgroup@ccbintl.com](mailto:pdpgroup@ccbintl.com).

### **Your Rights**

- 8. Under and in accordance with the PDPO, you have the right:
  - (i) to check whether CCBI holds Personal Data about you and, if so, to have access to such Personal Data;
  - (ii) to require CCBI to correct any Personal Data relating to you which is inaccurate;
  - (iii) to ascertain CCBI's policies and practices in relation to Personal Data and to be informed of the kind of Personal Data held by CCBI; and
  - (iv) to request CCBI to cease to use or provide (and to inform any persons to whom the Personal Data has been provided to cease to use) the Personal Data in direct marketing.
- 9. In accordance with the PDPO, CCBI has the right to charge a reasonable fee for the processing of any data access request. Any requests for access to Personal Data, correction of Personal Data or for information regarding policies, practices and kinds of Personal Data held can be addressed in writing to Client Administration at 12/F, CCB Tower, 3 Connaught Road Central, Central, Hong Kong.
- 10. Under the GDPR you have certain rights in relation to the Personal Data CCBI holds about you. We set out below an outline of those rights and how to exercise those rights. Please note that we will require you to verify your identity before responding to any requests to exercise your rights by providing a copy of a government-issued identification document and either a recent (no more than 3 months' old) (i) utility bill showing your current home address; or (ii)

Bank or Building Society Statement as proof of your identity before CCBI shall take further steps. To exercise any of your rights, please email [pdpgroup@ccbintl.com](mailto:pdpgroup@ccbintl.com). Please note that for each of the rights below we may have valid legal reasons to refuse your request, in such instances we will let you know if that is the case.

- (i) **Access:** You have the right to know whether we process Personal Data about you, and if we do, to access data we hold about you and certain information about how we use it and who we share it with.
- (ii) **Correction:** You have the right to require us to correct any Personal Data held about you that is inaccurate and have incomplete data completed.
- (iii) **Erasure:** You may request that we erase the Personal Data we hold about you in the following circumstances: where you believe it is no longer necessary for us to hold the Personal Data, we are processing it on the basis of your consent and you wish to withdraw your consent, we are processing your data on the basis of our legitimate interest and you object to such processing, you no longer wish us to use your data to send you marketing or you believe we are unlawfully processing your data. Please provide as much detail as possible on your reasons for the request to assist us in determining whether you have a valid basis for erasure.
- (iv) **Restriction of Processing to Storage Only:** You have a right to require us to stop processing the Personal Data we hold about you other than for storage purposes in the following circumstances: you believe the Personal Data is not accurate for the period it takes for us to verify whether the data is accurate, we wish to erase the Personal Data as the processing we are doing is unlawful but you want us to simply restrict the use of that data; we no longer need the Personal Data for the purposes of the processing but you require us to retain the data for the establishment, exercise or defence of legal claims; and you have objected to us processing Personal Data we hold about you on the basis of our legitimate interest and you wish us to stop processing the Personal Data whilst we determine whether there is an overriding interest in us retaining such Personal Data.
- (v) **Objection:** You have the right to object to our processing of data about you and we will consider your request. Please provide us with detail as to your reasoning so that we can assess whether there is a compelling overriding interest in us continuing to process such data or we need to process it in relation to legal claims.

11. We may retain your Personal Data for as long as required to perform services to you and/or for the other purposes of processing set out above. When retaining your information we will

take into account the following factors: (a) our contractual obligations and rights in relation to the information involved; (b) legal obligation(s) under applicable law to retain data for a certain period of time; (c) statute of limitations under applicable law(s); (d) our legitimate interests where we have carried out balancing tests (see section on “Purposes for which CCBI collects Personal Data” above); (e) (potential) disputes; and (f) guidelines issued by relevant data protection authorities. After you have terminated your relationship with CCBI, we will store your information in an aggregated and anonymised format.

12. CCBI reserves the right, at any time and without prior notice, to add to, change, update or modify this Policy, simply by notifying you of such change, update or modification. If CCBI decides to change this Policy, those changes will be notified to you either on CCBI’s website or in writing so that you are aware of the change, update or modification.
13. Nothing in this Policy shall limit your rights under the PDPO or GDPR, to the extent applicable.
14. This Policy is prepared in both English and Chinese and in the event of inconsistency, the English text of this policy shall prevail.
15. If you have any questions about our use of your Personal Data or in the event that you wish to make a complaint about how we process your Personal Data, please contact us in the first instance at Client Administration at 12/F, CCB Tower, 3 Connaught Road Central, Central, Hong Kong and we will endeavour to deal with your request. This is without prejudice to your right to raise a claim with a supervisory authority.