

## Employees and Job Applicants Privacy Notice

Last Updated: July 2023

Hikvision Canada Inc. (“Hikvision”) is committed to protecting the privacy and security of Personal Information. In the course of its business, Hikvision collects and uses Personal Information of job applicants, prospective employees, and employees. This Employees and Job Applicants Privacy Notice (“Notice”) describes the categories of Personal Information Hikvision collects, the purpose for which Hikvision intends to use and disclose these information, the security and retention of the categories of Personal Information collected, and how you may exercise your applicable data protection rights.

For purpose of this Notice, the term “Personal Information” means information from which you can be directly or indirectly identified.

### **Categories of Personal Information Hikvision Collects:**

Hikvision collects the categories of Personal Information listed below directly from you and the information you provide during your job application process, your employment onboarding process, during the selection of your benefits as an employee, and your employment process at Hikvision.

- **Identifying information**, such as your full name, gender, date of birth, and signature.
- **Contact information**, such as your home address, telephone numbers, email addresses, and emergency contact information.
- **Dependent's or other individual's information**, such as their full name, address, date of birth, and Social Insurance Numbers (SIN).
- **Educational and professional background**, such as your work history, academic and professional qualifications, educational records, references, and interview notes.
- **Employment details**, such as your job title, position, hire dates, compensation, performance and disciplinary records, and vacation and sick leave records.
- **Financial information**, such as banking details, billing/expense information for reimbursement, tax information, payroll information, and withholdings.
- **Information Systems (IS) information**, such as your search history, browsing history, login information, and IP addresses on Company's information systems and networks.

- **Geolocation data**, such as time and physical location related to use of an internet website, application, device, or physical access to a Company office location.
- **Sensory or surveillance information**, such as call monitoring and video surveillance.
- **Profile or summary** about an applicant/employee's preferences, characteristics, attitudes, intelligence, abilities, and aptitudes.

### **Categories of Sensitive Personal Information Hikvision Collects:**

Hikvision collects the categories of Sensitive Personal Information listed below directly from you and the information you provide during your job application process, your employment onboarding process, during the selection of your benefits as an employee, and your employment process at Hikvision.

- **National identifiers**, such as SIN, driver license information, passport and visa information, and immigration status and documentation.
- **Demographic data**, such as race, ethnic origin, marital status, disability, and veteran or military status.
- **Unique identifying biometric information**, such as facial recognition, fingerprints, or other physical patterns.
- **Health and Safety information**, such as health conditions, job restrictions, workplace illness and injury information, and health insurance policy information.

### **Purpose for which Hikvision Intends to Use or Disclose these Information:**

Hikvision collects and uses these Personal Information and Sensitive Personal Information for human resources, employment, benefit administration, health and safety, and business-related purposes, and where necessary to comply with any local, provincial, and federal legal obligations. Hikvision collects the above information to use or disclose as appropriate to:

- Comply with all applicable laws and regulations, comply with legal orders and government requests, and respond to subpoena or similar legal process to law enforcement agencies, regulators, and courts.
- Recruit and evaluate job applicants and candidates for employment.
- Conduct background checks.
- Manage your employment relationship with Hikvision, including for:
  - onboarding processes;
  - timekeeping, payroll, and expense report administration;
  - employee benefits administration;
  - employee training and development requirements;

- the creation, maintenance, and security of your online employee accounts;
  - reaching your emergency contacts when needed, such as when you are not reachable or are injured or ill;
  - workers' compensation claims management;
  - employee job performance, including goals and performance reviews, promotions, discipline, and termination; and
  - other human resources purposes.
- Manage and monitor employee access to Company facilities, equipment, and systems.
  - Conduct internal audits and workplace investigations.
  - Investigate, enforce compliance with and avoid potential breaches of Hikvision's policies and procedures.
  - Maintain commercial insurance policies and coverages, including for workers' compensation and other liability insurance.
  - Perform workforce analytics, data analytics, and benchmarking.
  - Administer and maintain Hikvision's operations, including for workplace safety maintenance purposes.
  - For client marketing purposes.
  - Exercise or defend the legal rights of Hikvision, its affiliates and its employees.

Hikvision will not sell the Personal Information and Sensitive Personal Information we collect. We will not share them with third parties for cross-context behavioral advertising or direct marketing purpose. Hikvision may disclose the Personal Information and Sensitive Personal Information to third parties for fulfilling the above mentioned human resources, business-related, and/or legal compliance purposes. Hikvision only disclose the Personal Information and Sensitive Personal Information to third parties who perform services on behalf of us on the basis that they are bound by contractual obligation to use it only for the specified business purposes for which we disclose it to them, to comply with applicable data protection obligations, and to provide same level of privacy protection on the Personal Information and Sensitive Personal Information.

Hikvision will not collect additional categories of Personal Information or Sensitive Personal Information or use the Personal Information or Sensitive Personal Information collected for materially different purpose, unless an additional and/or updated notice has been first provided to you.

### **Automated Decision Making**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you. We do not foresee that any decisions will be made about you using automated means, however, we will notify you in writing if this position changes.

### **Security and Retention of your Personal Information and Sensitive Personal Information**

Access to the Personal Information and Sensitive Personal Information is limited to individuals who have a business need. In addition, Hikvision has implemented commercially reasonable administrative, technical, and physical security controls that are designed to safeguard Personal Information and Sensitive Personal Information. We also conduct periodic reviews and assessments of the effectiveness of our security controls.

Notwithstanding the above, no method of transmission over the Internet, or method of electronic storage, is 100% secure. Therefore, Hikvision cannot guarantee that your Personal Information and Sensitive Personal Information is under absolute security with the existing security technology.

Hikvision stores your Personal Information and Sensitive Personal Information for as long as necessarily required to fulfill the above mentioned human resources, business-related, and/or legal compliance purposes, to verify your identity, or respond to your requests or questions, unless otherwise requested by you or permitted by law.

### **Transfer of Personal Information Outside of Your Home Jurisdiction**

Your Personal Information may be collected, used, processed, stored, or disclosed by us and our service provider outside of Canada. These countries may have data protection laws that are different from the laws of Canada. Hikvision transfers Personal Information to another country, including its affiliated companies or third party service providers, in strict accordance with applicable data protection laws.

### **Data Protection Rights**

Subject to certain exceptions, you may have specific rights regarding your Personal Information, such as:

- Request access to your Personal Information (“Right to Access”), which enables you to receive a copy of the Personal Information we hold about you and to check that we are lawfully processing it;

- Request erasure of your Personal Information (“Right to Delete”), which enables you to ask us to delete or remove Personal Information where there is no good reason for us continuing to process it.
- Request correction of the Personal Information that we hold about you (“Right to Correct”), which enables you to have any incomplete or inaccurate information we hold about you corrected;
- Request the restriction of processing or dissemination of your Personal Information in specific circumstances (“Right to Limit Processing of Personal Information”), which enables you to ask us to suspend the processing or dissemination of Personal Information about you, for example, if you want us to establish its accuracy or the reason for processing it, or if the dissemination contravenes the law or a court order.
- If we are relying on your consent to use or share your Personal Information, you have the right to fully or partially withdraw your consent (“Right to Withdraw Consent”), which, however, will not affect the lawfulness of the processing before its withdrawal.

To exercise your data protection rights, please submit your request by any one of the following methods:

- Email: [hr.ca@hikvision.com](mailto:hr.ca@hikvision.com)
- Mailing Address: Human Resources Department, 2355 Skymark Avenue, Suite 300, Mississauga, ON L4W 4Y6

We may need to request specific information from you to help us confirm your identity and ensure your right to access the Personal Information or to exercise any of your other rights. This is another appropriate security measures to ensure that your Personal Information is not disclosed to any person who has no right to receive it.

We will respond to your request within 30 days of receiving a verifiable request from you. Such response period may be extended for an additional 30 days when reasonably necessary and provided that a notice of the extension is provided to you within the first 30-day period.

You will not have to pay a fee to access your Personal Information or to exercise any of your other rights. However, we may charge a reasonable fee or request to comply with the request if your request for access is clearly unfounded or excessive. In addition, we reserve the right to deny requests in certain circumstances permitted by applicable laws, such as where we have a reasonable belief that the request is fraudulent. We will inform you of the reasons for the denial and your right to appeal the decision.

We will not discriminate against you for exercising your data protection rights.

**Contact Information**

If you have any questions about this Notice or need to access it in an alternative format due to having a disability, please contact [hr.ca@hikvision.com](mailto:hr.ca@hikvision.com).