

## Personal Information Collection Statement

### (applicable to employees and self-employed persons)

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Throughout the course of your employment with Eureka Language Services Limited ("the Company") or the course of your services provided to the Company in case you are a self-employed person, we may collect personal data from you in relation to your employment/services for various purposes. These purposes, where applicable, include, but are not limited to: provision of benefits, compensation, payroll and service fee; facilitating performance appraisals, promotion and career development activities; making tax returns; review of employment/services decisions; business proposal preparation, marketing, teacher deployment, client and project management; accounting, auditing and information analysis; system management; and direct marketing.

The personal data that we have collected may be used, disclosed and transferred (in and outside HKSAR) to such persons and/or organisations, including but not limited to, potential clients, clients and their related parties (for example, schools, students and parents of students), related schools and companies, parent and affiliated companies, staff members, agents, sub-contractors, insurers, bankers, administrators or managers of our provident fund scheme; and service providers of the Company for the above-mentioned purposes.

The Company shall retain your personal information for such period as may be necessary for the purposes referred to herein. You have the right to request access to, and/or amendments of your personal information held by the Company. Such request should be made in writing to the Human Resources Manager of the Company at [info@eurekahk.net](mailto:info@eurekahk.net). The Company reserves the right to charge a reasonable fee for processing a personal information access request.

Please check this box if you do not wish your personal information to be used for the above direct marketing purposes.